

CAERPHILLY COUNTY BOROUGH COUNCIL

CONSTITUTION OF THE CORPORATE HEALTH AND SAFETY COMMITTEE

1. TITLE

- 1.1 The title of the Committee shall be the Corporate Health and Safety Committee.
- 1.2 The Committee is established under Section 2(7) of the Health and Safety at Work Act 1974 and is not a statutory committee under the Local Government Act 1972.

2. OBJECTIVES

- 2.1 Under Section 2(7) of the Health and Safety at Work Act, Health and Safety Committees have the function of keeping under review the measures taken to ensure the health and safety at work of employees. In carrying out this function, the Health and Safety Committee will consider the following: -
- (a) The study of accidents/incidents and notifiable diseases, statistics and trends, so that discussions and recommendations can be made to Management for corrective action on unsafe or unhealthy working conditions;
 - (b) Examination of health and safety audit reports and the consideration of reports that safety representatives may wish to submit on a similar basis;
 - (c) Consideration of reports and factual information provided by the Health and Safety Executive;
 - (d) Assistance in the development of works safety and health communication and publicity in the workplace;
 - (e) Consideration of health and safety policies and procedures within the Authority; and
 - (f) Consideration of reports provided by the Corporate Health and Safety Unit, Directorate Health and Safety Officers and/or the Occupational Health Department.

3. REPORTING LINE

- 3.1 The recommendation of the Committee are made to the Policy and Resources Scrutiny Committee.

4. MEMBERSHIP

- 4.1 The Safety Committee shall be composed of representatives of three sides:-
- (a) Elected Members
 - (b) Representatives of the Staff
 - (c) Representatives of Management

- 4.2 The Council shall be represented by seven Members of Council, elected at the Annual General Meeting, from which number the Chairman and Vice-Chairman of the Corporate Health and Safety Committee shall be elected.
- 4.3 Trade Union representatives shall comprise of one Appointed Safety Representative from each of the Trade Unions nominated by the Council together with any other nominated from time-to-time by the Council.
- 4.4 The Management side of the Corporate Health and Safety Committee shall consist of the four Directors or their nominated representatives. The Corporate Health and Safety Manager and Senior Health and Safety Officers shall attend on a regular basis.
- 4.5 Members shall retire from the Committee on ceasing to be members of the nominated Trade Union or, in the case of Officers, terminate their employment with the Council or on becoming ineligible as a consequence of any Directorate restructuring.
- 4.6 The Committee may invite any other person including employees, Managers and Directors who are not members of the group to attend the meeting if they deem it necessary.
- 4.7 If a member of the Corporate Health and Safety Committee is unable to attend any meeting, the member concerned may nominate a named substitute.
- 4.8 The recommendations of the Committee will be arrived at by consensus. In the event of disagreement, a further report, to clarify a situation, will be required.

5. MEETINGS

- 5.1 Meetings of the Committee shall be held at three-monthly intervals or more often if deemed necessary.
- 5.2 Any member of the Committee may place items or reports on the agenda by giving written notice to the Council's Committee Services Manager.
- 5.3 The Agenda for any meeting shall be circulated by the Committee Section to each member of the Committee at least 72 hours prior to the meeting except in the case of Special Meetings.
- 5.4 No business, other than that appearing on the Agenda Paper, shall be transacted at any Corporate Health and Safety Meeting unless all sides agree to its introduction.
- 5.5 Attendance at meetings of the Committee is an approved duty for Councillors of Caerphilly County Borough Council and shall be in accordance with the provisions of the agreement for time off for Trade Union duties and activities.
- 5.6 The Committee shall not have power to come to an agreement inconsistent with the powers of the decisions of any standing Committee of Council and recommendations to appropriate Committees shall be arrived at upon the agreement of both sides.
- 5.7 The terms of this constitution may be varied at any of its recognised meetings, provided that notice of the terms of the proposed changes has been circulated to each member of the Committee at least seven days before the meeting.