

CORPORATE HEALTH AND SAFETY COMMITTEE

CONSTITUTION

Title

The Committee will be called “Corporate Health and Safety Committee”.

1. Reporting Route

The Committee will submit copies of its minutes to the Audit, Risk and Scrutiny Committee.

2. Objectives

- 2.1 To promote, develop and maintain a pro-active attitude to Health, Safety and Wellbeing across the Council.
- 2.2 To provide a channel of communication and promote co-operation between management, employees and recognised health and safety representatives
- 2.3 To provide a forum to consult and endorse corporate Health and Safety policy.
- 2.4 To monitor the overall health and safety performance and trends of the Council with regards to incidents and work related ill health with a view to formulating improvements plans.
- 2.5 To encourage an understanding and acceptance of personal responsibility for Health and Safety across the organisation.
- 2.6 To promote Health, Safety and Wellbeing as an integral part of Service delivery the same as any other management function.
- 2.7 To engage and support employees on positive lifestyle choices to achieve a happier, healthier and more active workforce.
- 2.8 To consider reports and recommend actions in reports referred from Directorate Health and Safety committees and reports from other service providers.
- 2.9 To ensure commitment, support and action from all employees and allocation of sufficient resources to enable legal compliance.
- 2.10 To monitor the effectiveness of the Health and Safety Management systems in identifying, assessing and adequately controlling occupational health and safety risks arising from work activities and to ensure that real risks are dealt with sensibly, responsibly and proportionately.

3. Membership

The membership of the committee will consist of:-

3.1 Elected Members –

Five Councillors, one to be the Convener or Vice Convener of the Audit, Risk and Scrutiny Committee.

3.2 Trade Unions

One member from each recognised Trade Union will be a full member with full voting rights (usually the full time Aberdeen City Council Trade Union Official)
(Nominated members should be appointed Safety Representatives)
Lay Trade Union officials from recognised Trades Unions, may attend and participate, without voting powers, at any meeting.

3.3 Officers, Acting in an Advisory Role

The Chief Executive, or her representative
The Health, Safety and Wellbeing Manager
Health and Safety Co-ordinators
The Head of Human Resources and Organisational Development, or his representative.
The Head of Legal and Democratic Services, or her representative, to act as committee clerk.

3.4 Chairperson and Vice-Chairperson

The Committee shall appoint annually (usually in August), from amongst its full members a Chairperson and Vice-Chairperson. When the Chairperson is an elected member the Vice-Chairperson will be a TU representative and vice-versa.

4. Attendance of Service Representatives or Advisers

4.1 Directors, Heads of Service and Managers are to be available to answer questions at each meeting on matters set out on the agenda.

4.2 Service representatives or any person acting in an advisory capacity may be invited to attend, for specific items on the committee agenda.

5. Quorum

A quorum for the Committee will consist of 5 members, comprising two elected members and three staff members.

6. Meetings

- 6.1 The Committee will meet four times a year. An extra meeting will be called to undertake a 6 monthly review of the health and safety performance based on the targets set within the Annual Health and Safety Report. Special meetings may be called at the request of any two committee members, to consider emergency situations. Requests in writing, should be addressed to the Head of Legal and Democratic Services who will arrange a meeting within 5 working days.
- 6.2 Unless cancelled by the Chairperson, whom failing the Vice-Chairperson, meetings will be called by the issuing of an agenda five clear working days before the meeting.
- 6.3 The Head of Legal and Democratic Services will write to each Union representative on the committee 10 clear working days before the date of the meeting, requesting details of any items that representatives wish to be included on the agenda and, provided notice is given timeously, the item will be listed on the agenda and discussed by the Committee.
- 6.4 The Committee will take, as agenda items, items referred which
- 1) have appeared three times on the Directorate health and safety committee agenda without satisfactory resolution, or progress towards resolution.
- or
- 2) have corporate implications exceeding Directorate influence.
- or
- 3) presents a risk of serious injury or ill health.
- Or
- (4) relates to a critical incident.

7. Facilities to attend Meetings

The Council shall afford the necessary facilities for Trade Union representatives to attend meetings of the Committee.

8. Variation to Constitution

The Constitution may be varied or modified by agreement between Elected Members, Council representatives and Trade Union representatives on the Committee.

commserv/committee/chsc/info/constitution