

DERBY CITY COUNCIL

CORPORATE HEALTH AND SAFETY COMMITTEE

CONSTITUTION, OBJECTIVES AND PROCEDURE

INTRODUCTION

The Council is committed to protecting the health, safety and welfare of our employees, service users and contractors. Employee involvement and commitment is a key factor in the successful implementation of the safety management system. The Corporate Health and Safety Committee (CHSC) has been established to provide a forum where management and employee side Trade Union Health and Safety representatives can bring together their knowledge, skills and experience in pursuit of health, safety and welfare excellence.

Name of Committee

1. The Committee is called the Derby City Council Corporate Health and Safety Committee, CHSC.

Purpose

2. The purpose of the committee is to facilitate consultation and co-operation between management and Trade Unions in devising, developing and promoting controls and initiatives, to improve standards of health, safety and welfare performance throughout the Council.

2.1 To set up regular methods of consultation and negotiation between the Council and the Trade Unions.

2.2 To consider recommendations and approve changes on health, safety and welfare performance matters affecting Council employees.

2.3 To gain the views of the Trade Unions and to collectively agree how to tackle problems affecting the different employment groups in health, safety and welfare performance matters.

2.4 To ratify policies, procedures and agreements in health, safety and welfare performance matters.

2.5 To perform any other functions assigned to it in health, safety and welfare performance matters.

2.6 To comply with all current Health and Safety legislation.

Objectives

3. The Committee's objectives are to:

- 3.1 Keep under review the systems, practices and policies adopted across the Council to ensure that the objectives of the Council's health and safety policy are achieved.
- 3.2 Study accident and ill health trends, reportable diseases, abuse, aggression and violence statistics and trends together with recommendations for corrective action.
- 3.3 Examine safety audit reports.
- 3.4 Consider reports from safety representatives including findings from their inspections.
- 3.5 Assist in the development of safety rules, safe systems of work and monitoring the introduction of measures that may substantially affect the health and safety of employees.
- 3.6 Monitor the effectiveness of the safety content of employee training.
- 3.7 Monitor the adequacy of safety and health communication and publicity across the Council.
- 3.8 Monitor the introduction of new technologies, which may have health and safety consequences.
 - 3.8.1 Monitor changes to health and safety legislation likely to impact on the Council.
- 3.9 Consider and endorse reports from the Health, Safety and Welfare Development Group, the Health and Safety Executive, departmental safety committees/working groups and enforcing authorities.
- 3.10 Monitor the development of the management system including procedures and processes.
- 3.11 Monitor the allocation of resources for health and safety.
- 3.12 Involvement in departmental health promotion initiatives.
- 3.13 Review emergency planning procedures in respect of health and safety issues.

Representation

4. The CHSC consists of:

Committee membership	Number required to attend
The Leader of the Council or other elected member appointed by the Council	1
A Chief Officer	1
Trade Union Health and Safety Representative(s)	1
Health and Safety Advisors	1

4.1 For the CHSC to fully function all four members (or their nominated representatives) should attend the meetings.

4.2 Other Council Cabinet Members, Chief Officers or other officers will be invited when an agenda item concerns their area of responsibility.

4.3 All parties will commit to regular attendance at the CHSC meetings.

4.4 One additional Health and Safety official from each of the Trade Unions may attend the CHSC meetings.

Employer's Side Chair

5. The Leader of the Council, Chief Officer or other Elected Member appointed, will act as the Employers Side Chair.

Employer's Side Secretary

6. The Employer will advise the Trade Unions of the officer who is acting as the Employer Side Secretary at the beginning of each year. They will be responsible for the minutes and arranging all meetings.

6.1 The Employer's Side Secretary is responsible for minutes and arranging meetings, the Employer's Side Secretary and the nominated Trade Union representative are responsible for agreeing agenda and minutes. Draft minutes and agenda items should be made available to committee members and attendees within three weeks of the meeting being held.

Trade Union nominated representative

7. The Trade Union Side will decide at each agenda setting meeting who is responsible for sending the agenda items to the Employer Side Secretary, and will be known as the nominated Trade Union representative.

Advisors

8. Either side may bring to the meeting people with specialist knowledge in a consultative or advisory capacity. The attendance of such people must be agreed in advance with the Employer's Side Secretary and the nominated Trade Union representative who will, as necessary, provide them with documents for the meeting.

Observers

9. Each Trade Union may bring one observer as part of their development which will be relevant to their role as a Trade Union Representative. The attendance of any observers must be notified in advance to the Employers Side secretary.

Membership

10. All members are committed to the committee's aims and all views should be considered with respect. Both employer and employee representatives will have expertise and knowledge to help make suitable recommendations.

Procedure

11. Calling of meetings

11.1 The CHSC will be scheduled to meet quarterly; the dates will be fixed at the beginning of the Municipal Year.

11.2 In exceptional circumstances, the Employers Side Secretary and nominated Trade Union representative may together call a meeting. A meeting should be called within 10 working days of both the Employer Side Secretary and Trade Union Side Secretary agreeing a meeting should be held. If a Trade Union raises an issue it must be signed by each Trade Union. The notice requesting the meeting must state what business needs to be considered. Additional items may also be considered if both sides agree.

11.3 Trade Union members of the Committee and any employee who attends in an advisory/observer capacity will receive their normal earnings in line with the Trade Union Time Off and Facilities procedure.

11.4 Where meetings of the Committee occur when a member of the Trade Union Side would not have been at work, they will be paid for accordingly. Members of the Trade Union Side who incur travelling expenses to attend the meeting during normal working hours will be reimbursed.

Deadlines for agenda items and circulation of minutes

12. Items for inclusion on the agenda must reach the Employer's Side Secretary with sufficient time to be collated and available for the Trade union side pre meeting. Agenda items and minutes will be sent electronically. In exceptional circumstances items of an emergency or urgent nature, may be raised by the Employer's Side Secretary or the nominated Trade Union representative at the meeting, to be considered by the Chair as late items.

Review

13. The operation of this Committee will be jointly reviewed after nine months or earlier by mutual agreement.

3 July 2017

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