

# APPENDIX 2

## THE CURRENT CORPORATE HEALTH AND SAFETY COMMITTEE

### CONSTITUTION, OBJECTIVES AND PROCEDURE

#### NAME OF COMMITTEE

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

#### PURPOSE

##### 2. The Committee's purpose is to:

- make sure that matters relating to employees' health, safety and welfare are continually reviewed
- keep the Council's health and safety policies up to date
- make sure appropriate action is taken to deal with health, safety and welfare issues when necessary.

#### OBJECTIVES

##### 3. The Committee's objectives are to:

- protect employees' health, safety and welfare at work by promoting co-operation between the Council and its workforce
- Consider reports from the HSE and other enforcing authorities
- consider reports from the Health, Safety and Welfare Development Group
- consider HSRs' reports and to act using nominated members of the Committee as necessary
- approve, promote and review corporate health and safety policies and guidance
- approve, promote and review directorate arrangements, including procedures and safe systems of work
- promote a positive health and safety culture throughout the Council, which encourages active employee participation in health and safety
- monitor and review the effectiveness of employees' health and safety training
- monitor and review the adequacy of health and safety communication across the Council
- study accident, reportable disease, and abuse, aggression and violence statistics and trends, and make recommendations for corrective action on any unsafe or unhealthy conditions or practices
- review health and safety performance indicators and benchmark with comparable organisations

- examine health and safety audit reports and risk assessments
- provide a link between the Council and enforcing authorities, such as the HSE.

## **REPRESENTATION**

4. The CHSC consists of one councillor appointed by the Council, and 25 members appointed by the trade unions. The trade union representation is:

• UNISON	10	NAHT	1
• Unite – T & G	2	NASUWT	1
• Unite - AMICUS	2	UCU	1
• UCATT	2	NUT	1
• GMB - MPO	2	ASCL	1
• ATL	1	CYWU	1

5. Other Council Cabinet members will be invited when an agenda item concerns their area of responsibility.

6. One full-time official of each of the trade unions may attend all CHSC meetings as ex-officio members, but without the right to vote.

7. The Council's Head of Corporate Health and Safety is an ex-officio member of the Committee without the right to vote.

8. Members of the Committee retire annually and are eligible for reappointment. An equal number of named substitute representatives can be appointed by each trade union. If a member is unable to attend any meeting, a named substitute may attend in their place.

9. If a member ceases to be a councillor or a representative of the trade union for which they are nominated, they will cease to be a member of the CHSC. Whichever side loses a member in this way must appoint a successor to serve for the rest of that member's term.

## **CHAIR**

10. The Council Cabinet member with responsibility for human resources, HR, issues will retain the chair. This will be confirmed at the start of each municipal year. In the absence of the appointed Chair, the Leader of the Council or another Council Cabinet member will attend and chair the meeting.

## **TRADE UNIONS' SIDE SECRETARY**

11. The Trade Unions' Side will nominate a Secretary and Vice-Secretary. The appointments will be confirmed at the start of each municipal year.

#### **EMPLOYER'S SIDE SECRETARY**

12. The Director of HR and Business Support, or a deputy, will act as the Employer's Side Secretary.

13. Both Sides' Secretaries, or their deputies, will act as Joint Secretaries as necessary.

14. The Strategic Director of Resources is responsible for minutes and arranging all meetings. The Joint Secretaries are responsible for agreeing the agenda and minutes.

#### **ADVISERS**

15. Either side may bring to the meeting people with specialist knowledge in a consultative or advisory capacity, but without the right to vote. The attendance of such people must be notified in advance to the Joint Secretaries who will, as necessary, provide them with documents for the meeting. This paragraph does not affect the rights given to full-time trade union officials.

#### **OBSERVERS**

16. Each trade union may bring an observer to the Committee, but without the right to vote.

#### **ATTENDANCE AT MEETINGS**

17. A directorate trade union HSR can attend the Committee provided that, except in the case of emergency, notice is given to the Employer's Side Secretary before the date of the meeting. The Committee may invite a HSR or other people to attend, when they consider it advisable to speak about an agenda item.

#### **PROCEDURE**

##### **Calling meetings**

18. The CHSC will meet quarterly before the meeting of the Corporate Joint Committee. Dates will be fixed at the first meeting in each municipal year, and will be linked to the dates agreed for the Corporate Joint Committee. The Chair and Trade Unions' Side Secretary may together call a meeting at any time. A meeting must be called within 14 days of the Chair receiving a request for one, signed by at least one third of the members of the Trade Unions' Side. The notice requesting the meeting must state what business will be considered. Additional business may also be considered if both sides agree.

##### **Right of the trade unions' side to meet in advance**

19. The Trade Unions' Side members may meet before each CHSC meeting to consider items for the agenda. This meeting will be on the same date as that fixed for the Corporate Joint Committee pre-meeting.

##### **Deadlines for agenda items and circulation of minutes**

20. Items for the agenda must reach the Employer's Side Secretary 14 days before the day of the meeting. Emergency or urgent items may, however, be raised at the meeting. The Strategic Director of Resources will circulate agendas and minutes of the previous meeting seven days before the date of the meeting. These timescales cannot be altered because of Constitutional Services Officers' work schedules. However, the Head of Corporate Health and Safety will provide advice and information as requested.

### **Quorum**

21. The quorum for a CHSC meeting is ten trade union representatives and one Elected Member. An inquorate meeting will be reconvened.

### **REVIEW**

22. The operation of this Committee will be jointly reviewed after one year, or earlier by mutual agreement.