

HEALTH, SAFETY & FIRE Sub COMMITTEE

TERMS OF REFERENCE & OPERATING ARRANGEMENTS

INTRODUCTION

In accordance with CTMUHB the Quality & Safety Committee may, subject to the approval of the Health Board, establish sub Committees or task and finish groups to carry out on its behalf specific aspects of Committee business. The Quality & Safety Committee has established the following sub-committee:

- Health, Safety and Fire **Sub** Committee

The detailed terms of reference and operating arrangements for the Health, Safety & Fire **Sub** Committee ('the **sub** committee') are outlined below.

Furthermore, the organisation has a statutory obligation by virtue of the Health and Safety at Work etc. Act 1974 (Section two sub-section seven) to establish and maintain a Health and Safety Committee: *"it shall be the duty of every employer to establish in accordance with Regulations (i) a safety committee having the function of keeping under review measures taken to ensure the health and safety of his employees and such other functions as prescribed"*.

CONSTITUTION & PURPOSE

The purpose of the Health, Safety & Fire **Sub** Committee is to:

- Advise and assure the Board and the accountable officer on whether effective arrangements are in place to ensure organisational wide compliance of the health Board's health and safety policy, approve and monitor delivery against the health and Safety priority action plan and ensure compliance with the relevant standards for Health Services in Wales.
- This will be achieved by encouraging strong leadership in health and safety, championing the importance of a common sense approach to motivate focus on core aims distinguishing between real and trivial issues.

Where appropriate, the committee will advise the Board and the accountable officer on where and how, its health and safety management may be strengthened and developed further.

SCOPE AND DUTIES

The **sub** committee's programme of work will be designed to provide assurance that:

- objectives set out in the health and safety action plan are on target for delivery in line with agreed timescales;
- standards are set and monitored in accordance with the relevant standards for Health Services in Wales;

- Robust proactive and reactive health and safety plans are in place across the health Board;
- policy development and implementation is actively pursued and reviewed;
- learning from health, safety or fire related incidents/events is shared across the CTMUHB;
- where appropriate and proportionate health and safety incidents and ill health events are investigated and action taken to mitigate the risk of future harm;
- reports and audits from enforcing agencies and internal sources are considered and acted upon;
- employee health and wellbeing activities are in place in line with the CTMUHB commitment to be a public health practicing organisation and corporate health standards;
- assurance can be taken in relation to mitigating health and safety risks;
- employee Health and safety competence and participation is promoted;
- decisions are based upon valid, accurate, complete and timely data and information.

DELEGATED POWERS

With regard to its role in providing advice to the Board **and Quality & Safety Committee**, the **sub** committee will comment specifically upon the adequacy of assurance arrangements and processes for the provision of an effective health and safety function encompassing:

- Staff health and safety
- Premises health and safety
- Violence and aggression
- Fire safety
- Health and safety risk assessment
- Manual handling
- Substances hazardous to health
- Patient health and safety
- Security
- Staff health and well-being including Staff healthy lifestyle / health promotion activities

The **sub** committee will support the Board **/Quality & Safety Committee** with regard to its responsibilities for health, safety and fire:

- approve and monitor implementation of the annual health and safety action plan;
- review the comprehensiveness of assurances in meeting the Board and the accountable officer's assurance needs across the whole of the health Board's activities, both clinical and non-clinical;

- the consideration and approval of relevant UHB policies as determined by the Board for approval by the Quality & Safety Committee.

AUTHORITY

The sub committee is authorised by the Board /Quality & Safety Committee to investigate or have investigated any activity within its terms of reference. In doing so, the sub committee shall have the right to inspect any books, records or documents of the health Board relevant to the committee's remit and ensuring patient/client and staff confidentiality, as appropriate. It may seek any relevant information from any:

- employee (and all employees are directed to cooperate with any reasonable request made by the Committee); and
- other committee, subcommittee or group set up by the Board to assist it in the delivery of its functions.

The sub committee is authorised by the Board to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers it necessary, in accordance with the Board's procurement, budgetary and other requirements.

Sub-Committees Task & Finish Groups

The sub committee may, subject to the approval of the Board/Quality & Safety Committee, establish task and finish groups to carry out on its behalf specific aspects of sub committee business.

If there are no formal task and finish groups, however, the sub committee will receive reports from the operational health and safety group as part of its assurance framework.

ACCESS

The Chair of the Sub Committee shall have reasonable access to Executive Directors and other relevant senior staff.

The Executive Lead for health, safety and fire shall have unrestricted access to the chair of the Health, Safety and Fire Sub Committee.

MEMBERSHIP

The membership of the sub committee shall be determined by the Board/Quality & Safety Committee, based on the recommendation of the Health Board's chair - taking account of the balance of skills and expertise necessary to deliver the committee's remit and subject to any specific requirements or directions made by Welsh Government.

Terms and conditions of appointment, (including any remuneration and reimbursement) in respect of co-opted independent external members are determined by the Board, based upon the recommendation of the Health Board's Chair.

Members:

Chair: Independent member of the Board

Vice Chair: Independent member of the Board

Members: A minimum of one other Independent member of the Board

Attendees:

- Executive **Director for People (Executive Lead)**
- Executive Director of Therapies & Health Sciences
- Director of Governance / Board Secretary.
- Head of Health, Safety and Fire
- ILG Group representatives
- **Primary Care representative**
- Chair of Staff-Side Health & Safety Committee
- Assistant Director of Strategy – Capital Planning
- Head of Estates

Deputies: In the event attendees are unable to attend the meeting every effort should be made to ensure their deputy attends and represents on their behalf.

Invitation

The **sub** committee chair may extend invitations to appropriate persons to attend committee meetings as required from within or outside the organisation who the committee considers should attend, taking account of the matters under consideration at each meeting.

Secretariat

Secretary: as determined by the Director of Corporate Governance/Board Secretary.

Support to Committee Members

The Director of Corporate Governance /Board Secretary, on behalf of the **sub** committee chair, shall:

- arrange the provision of advice and support to committee members on any aspect related to the conduct of their role; and
- ensure the provision of a programme of development for committee members in conjunction with the **Director for People**.

Sub COMMITTEE MEETINGS

Quorum

A quorum shall be at least two Independent Members (one of which must be the Committee Chair or Vice Chair).

Frequency of Meetings

Meetings shall meet no less than 4 times a year, and otherwise as the Chair of the **Sub** Committee deems necessary.

The Committee will arrange meetings and align with key statutory requirements during the year consistent with the CTMUHB's annual plan of Board Business.

Withdrawal of individuals in attendance

The **Sub** Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters.

Circulation of Papers

The Director of Governance / Board Secretary will ensure that all papers are distributed at least 7 calendar days in advance of the meeting.

REPORTING AND ASSURANCE ARRANGEMENTS

The **Sub** Committee Chair shall:

- Report formally, regularly and on a timely basis to the Quality & Safety Committee. This includes: This includes verbal updates on activity, the submission of highlight reports, as well as the presentation of an annual report;
- bring to the Board's specific attention any significant matters under consideration by the committee;
- ensure appropriate escalation arrangements are in place to alert the Health Board's Chair, Chief Executive or Chairs of other relevant committees of any urgent/critical matters that may compromise patient care and affect the operation and/or reputation of the health board.

The Director of Governance / Board Secretary, on behalf of the Board, shall oversee a process of regular and rigorous self-assessment and evaluation of the Committee's performance and operation.

RELATIONSHIP WITH THE BOARD AND ITS COMMITTEES / GROUPS

Although the Board through its delegation to the Quality & Safety Committee has provided delegated authority to the **sub** Committee for the exercise of certain functions as set out within these terms of reference, it retains overall responsibility and accountability for ensuring the quality and safety of healthcare for its citizens through the effective governance of its organisation.

The Sub Committee is directly accountable to the **Quality & Safety Committee and** Board for its performance in exercising the functions set out in these Terms of Reference.

The **sub** Committee, through its ~~the Committee~~ Chair and members, shall work closely with the **Quality & Safety Committee and the** Board's other Committees including joint committees/Advisory Groups to provide advice and assurance to the Board through the:

- joint planning and co-ordination of Board and Committee business; and
- sharing of information

In doing so, contributing to the integration of good governance across the organisation, ensuring that all sources of assurance are incorporated into the Board's overall risk and assurance arrangements.

The **sub** Committee shall embed the organisational values and strategic objectives through the conduct of its business, and in doing and transacting its business shall seek assurance that adequate consideration has been given to the sustainable development principle and in meeting the requirements of the Well-Being of Future Generations Act.

APPLICABILITY OF STANDING ORDERS TO COMMITTEE BUSINESS

The requirements for the conduct of business as set out in the CTMUHB Standing Orders are equally applicable to the operation of the **sub** committee, except in the area relating to the Quorum.

CHAIR'S ACTION ON URGENT MATTERS

There may, occasionally, be circumstances where decisions which normally be made by the **sub** Committee need to be taken between scheduled meetings. In these circumstances, the **sub** Committee Chair, supported by the Director of Corporate Governance as appropriate, may deal with the matter on behalf of the Board, after first consulting with one other Independent Members of the **sub** Committee. The Director of Corporate Governance must ensure that any such action is formally recorded and reported to the next meeting of the **sub** Committee for consideration and ratification.

Chair's urgent action may not be taken where the **sub Committee** Chair has a personal or business interest in the urgent matter requiring decision.

REVIEW

These Terms of Reference shall be adopted by the **sub** Committee at its first meeting and subject to review at least on an annual basis thereafter, with approval ratified by the **Quality & Safety Committee**.

FINAL