

**PWYLLGOR IECHYD A DIOGELWCH
HEALTH & SAFETY COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	04 March 2025
TEITL YR ADRODDIAD: TITLE OF REPORT:	Health and Safety Committee Terms of Reference
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Ann Murphy, HSC Chair
SWYDDOG ADRODD: REPORTING OFFICER:	Joanne Wilson, Director of Corporate Governance/Board Secretary Charlotte Wilmshurst, Assistant Director of Assurance and Risk

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

**ADRODDIAD SCAA
SBAR REPORT**

Sefyllfa / Situation

The purpose of this paper is to ensure that the Health and Safety Committee has clear terms of reference which detail its purpose, boundaries, role, composition and operating arrangements. The Committee is asked to approve the Terms of Reference which have been updated to reflect changes following the establishment of the Health and Safety Sub Committee.

Cefndir / Background

According to its terms of reference, the Committee must review its terms of reference and operating arrangements on at least an annual basis to ensure they remain fit for purpose. These must be subsequently approved by the Board and will form part of the Health Board's Standing Orders.

The Committee last reviewed its terms of reference and operating arrangements in November 2024, and these were subsequently approved by the Board, on 28 November 2024. The Board also approved the following changes on 28 January 2025 as part of the revised governance arrangements from 1 April 2025.

- 4 x Independent Members per Committee (except Quality, Safety and Experience Committee which will have 5).
- Where Independent Membership has reduced to 4, the quoracy will be amended to 'A quorum shall consist of no less than two of the membership and must include as a minimum the Chairman or Vice-Chairman of the Committee, and one other Independent Member, together with a third of the In Attendance Members.
- Updated job titles, eg, from Director to Executive Director, Director of Operations to Chief Operating Officer, where appropriate.
- The Director of Corporate Governance will be removed from the In Attendance section however will attend committees (or nominate a deputy) to provide governance advice and support.

- Other cosmetic amendments required to standardise Board Committee level terms of reference.

Asesiad / Assessment

The Health and Safety Committee Terms of Reference and operating arrangements (Appendix 1) have been reviewed, and some minor changes and amendments to terms have been made. These are clearly marked on Appendix 1 and relate to the following:

Section	What has changed?	Why?
3.1	Operational Responsibilities and Objectives - Section amended.	List removed as it does not cover the whole health and safety remit.
3.2	Operational Responsibilities and Objectives - Section amended.	Narrative removed as Health and Safety policies will be approved by the Health and Safety Sub-Committee (HSSC) with the exception of the Health and Safety Policy which will be reviewed by HSSC prior to approval by HSC.
3.3	Operational Responsibilities and Objectives - Section amended.	Narrative removed as Health and Safety policies will be approved by HSSC with the exception of the Health and Safety Policy which will be reviewed by HSSC prior to approval by HSC.
3.5	Operational Responsibilities and Objectives – Section amended.	New standard wording for PO's added, as follows: <i>“Seek assurance on delivery against all Planning Objectives aligned to the Committee, in accordance with the Board approved timescales, as set out in the Health Board’s Annual Plan, considering, and scrutinising the plans and programmes that are developed and implemented, supporting and endorsing these as appropriate”.</i>
3.15	Operational Responsibilities and Objectives – Section amended.	New standard wording for risks for Committee ToRs added, as follows: <i>“Seek assurance on the management of risks within the Corporate Risk Register (CRR) and Directorate Risk Registers (including for hosted services and through partnerships and Joint Committees as appropriate) aligned to the Committee and its sub-committees, and report any areas of significant concern e.g. where risk tolerance is exceeded, lack of timely action. Where risks cannot be brought within the Health Board’s risk appetite/tolerance, recommend acceptance of risks to the Board”.</i>
3.16	Operational Responsibilities and Objectives – Section added.	New standard wording for risks for Committee ToRs added, as follows: <i>“Receive assurance through Sub-Committee Update Reports and other management/task & finish group reports that risks relating to their areas are being effectively managed across the whole of the Health Board’s activities (including for hosted services and through partnerships and Joint Committees as appropriate)”.</i>

3.17	Operational Responsibilities and Objectives – Section added.	New standard wording agreed by Board in January 2025. “Review and approve the annual work plans for any Sub-Committee which has delegated responsibility from the Health and Safety Committee and oversee delivery” .
3.18	Operational Responsibilities and Objectives - Section amended.	Narrative amended as Health and Safety policies will be approved by HSSC with the exception of the Health and Safety Policy which will be reviewed by HSSC prior to approval by HSC. “Approve the Health Board’s health and safety policy, and receive assurance that organisational health and safety policies, procedures, guidelines and codes of practice are reviewed and approved by the Health and Safety Sub-Committee” .
3.20	Operational Responsibilities and Objectives - Section removed.	Section removed as covered in section 10.4.
4.2	Membership – in attendance Member removed.	Removed following agreement by Board in January 25 (Board Governance arrangements) that Director of Corporate Governance/Board Secretary will be removed from the In Attendance section of TORs however will attend committees (or nominate a deputy) to provide governance advice and support.

Argymhelliad / Recommendation

The Committee are asked to approve the Health and Safety Committee’s Terms of Reference for onward ratification by the Board on 27 March 2025.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	12.1 These terms of reference and operating arrangements shall be reviewed on at least an annual basis by the Committee for approval by the Board.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not Applicable
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	Not Applicable
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	1. Leadership

Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Cynllunio Planning Objectives	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Standing Orders
Rhestr Termau: Glossary of Terms:	Contained within the body of the report
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd lechydd a Diogelwch: Parties / Committees consulted prior to Health and Safety Committee:	Director of Corporate Governance/Board Secretary Director of Allied Health Professions and Health Science

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	No direct impacts
Ansawdd / Gofal Claf: Quality / Patient Care:	There is a positive impact on staff and patient safety, health and wellbeing through compliance with health and safety regulations
Gweithlu: Workforce:	Potential for adverse future staffing impacts if this legislation is not complied with as it relates to employee safety.
Risg: Risk:	Risk to health and safety management
Cyfreithiol: Legal:	Potential for enforcement action including Improvement Notices/Prosecutions and claims due to breaches in legislation.
Enw Da: Reputational:	Potential for enforcement action including Improvement Notices/Prosecutions and claims due to breaches in legislation.

Gyfrinachedd: Privacy:	N/A
Cydraddoldeb: Equality:	No evidence gathered to indicate a negative impact on any protected group/s. Evidence gathered indicates a positive impact on the protected characteristics of human rights and pregnancy / maternity by providing a safer workplace