



HEALTH, SAFETY, ENVIRONMENTAL & HUMAN RESOURCES (HSEHR) COMMITTEE REMIT (2019)

1.0 INTRODUCTION

In establishing and reviewing this Committee Remit reference has been made to the Scottish Government's SPFM and On Board guidance documentation.

Reference has also been made to the various recommended "Role Description" documents covering Committee Members and the Chairperson produced by EVH and SFHA.

2.0 MEMBERSHIP

The HSEHR Committee shall consist of a minimum of 5 members of the Management Committee elected annually at the first meeting of the Management Committee following the Annual General Meeting (or otherwise as agreed).

However, any member of the Management Committee may attend any meeting of the HSEHR Committee and, for the duration of that meeting, participate as a full member of the Committee (with the exception of contributing towards a quorum).

3.0 ELECTION OF CONVENOR AND VICE CONVENOR

A Convenor and Vice Convenor shall be elected at the first meeting of the Committee following the Annual General Meeting (or otherwise as agreed).

Convenors will serve a maximum of 3 consecutive years unless a request is made by the Management Committee for this period to be extended.

4.0 ROLE OF THE CONVENOR

4.1 Agenda

The Convenor will liaise with the member of staff assigned to service the Committee over the preparation of the Agenda by reviewing and approving the draft agenda. Only once approved can the agenda be issued.

4.2 Committee Papers

Once the Committee papers have been prepared (and distributed) Convenors will make contact with the member of staff assigned to service the Committee to review the reports and documents etc prior to the meeting to ensure that any matters requiring clarification/ explanation can be discussed in advance of the meeting.

4.3 Minutes

The Convenor will receive a draft Minute of the Committee meeting from the member of staff assigned to service the Committee for review and approval. Only minutes

approved by the Convenor should be circulated for formal approval by Committee at their next meeting.

4.4 Feedback to Management Committee

The Convenor will give verbal feedback to the Management Committee at meetings where sub Committee minutes have been distributed for information. This feedback will include the key items of business covered at the relevant sub Committee meeting.

5.0 QUORUM

A quorum will be 3 Members of those elected as members of the HSEHR Committee. If a quorum is not present within 15 minutes of the scheduled start of the meeting, the meeting may be postponed until a later date. Alternatively the members may proceed with the meeting and prepare a note of the meeting. Any business requiring approval will be recommended to the next Management Committee meeting.

6.0 MEETINGS

The HSEHR Committee will meet at least quarterly.

Meetings will be held on a Wednesday evening but not on the Wednesday immediately prior to the date of the Management Committee (unless otherwise agreed).

Meetings will last a maximum of 2 hours. Any business remaining at the conclusion of the meeting shall be held over until another meeting unless the majority of the Committee agree to suspend the standing orders and continue with the meeting.

A timetable of proposed meetings and business items will be prepared prior to the start of the new financial year.

7.0 PRINCIPAL DUTIES

7.1 Health and Safety

The HSEHR Committee will;

- ✓ receive quarterly reports on health and safety issues e.g. reportable incidents (Riddor), near misses / minor incidents (office), near misses / minor incidents (construction), fire drills, fire & panic alarm testing, water heating tests (legionella) etc.
- ✓ monitor the effectiveness of the Association's Health and Safety Policy and make recommendations to the Management Committee annually following its review.
- ✓ investigate any serious breach of the Health and Safety Policy and will report to the Management Committee as follows;
 - The nature of the breach of policy;
 - Details of the HSEHR Committee investigation;
 - Recommended action
- ✓ be responsible for monitoring accident and near miss records in relation to the Association's construction activities.

- ✓ be responsible for approving the Association's Health and Safety Manual and for ensuring that it is kept up to date and that any amendments instructed by Employers in Voluntary Housing are incorporated therein.
- ✓ be responsible for approving the Association's Landlords Safety Manual and for ensuring that it is kept up to date and that any amendments instructed by Employers in Voluntary Housing are incorporated therein.

7.2 Human Resources

The HSEHR Committee will;

- ✓ receive quarterly reports on staffing issues e.g. appointments/resignations, discipline, grievance, harassment, days lost through sickness and will receive an annual report on the staffing structure.
- ✓ have delegated power to administer appropriate stages of the Association's disciplinary and grievance procedures (with the exception of the final stages which shall be the responsibility of the Executive Committee);
- ✓ be responsible for ensuring that all requirements of the Employers in Voluntary Housing procedures and employment legislation are implemented and that relevant issues are brought to the attention of the Management Committee.
- ✓ be responsible for reviewing policies and procedures relating to staffing matters e.g. staff appraisal and making recommendations to the Management Committee.

8.0 POLICY REVIEW

The HSEHR Committee will;

- ✓ review all the Association's health and safety and human resources policy documentation (unless specifically delegated to another committee) and make recommendations to the Management Committee regarding any potential amendments;
- ✓ on behalf of the Committee of Management, ensure that the Association's policy documentation is reviewed within the agreed timescales.

9.0 PROCUREMENT OF SERVICES

The HSEHR Committee will be responsible for the procurement and appointment of consultants for commissions relating to health and safety and human resources matters.

10.0 COMMITTEE SERVICING

The HSEHR Committee will be serviced by the Association's Chief Executive who will be responsible for ensuring that reports are prepared and issued in time for the appropriate meeting ie at least 5 days prior to the date of the meeting.

In the event of the Chief Executive being involved in any disciplinary etc matter then the HSEHR Committee shall nominate another appropriate person (or body) to advise the Committee.

11.0 DELEGATED AUTHORITY

The HSEHR Committee will have delegated power to take decisions, on behalf of the Management Committee, on matters agreed as forming part of the remit of the HSEHR

Committee on the proviso that all decisions are consistent with the Associations Corporate Management Plan and Annual Budget and are reported to the next meeting of the Management Committee for retrospective approval.

Should the situation arise where the Committee feels unable to make a particular decision the matter in question will be referred back to the Management Committee for decision.

Any issues of a cross-departmental nature may be required to be considered by more than one Committee (or alternatively considered by the Management Committee only).

In the event that the date of the next scheduled committee meeting is out with the desirable timeframe the issue subject to consideration may be referred to the next meeting of the Management Committee in order to expedite the matter.

Policy matters, either new or subject to review remain out with the above delegated authority with the level of authority being restricted to consideration and recommendation to the Management Committee.

12.0 REVIEW:

The remit of the HSEHR Committee will be reviewed annually.

Should the Management Committee have reason to call into question the decisions of the HSEHR Committee, both the remit and the composition of the Committee may be subject to review by the Management Committee prior to the date of the next scheduled meeting.

George Tainsh
Chief Executive

17th September 2019

Policy Review Consultation Process

Previously approved by the Management Committee	30 th August 2018
APPROVED BY THE MANAGEMENT COMMITTEE ON	26th September 2019
Date of Next Review	August 2020