

Terms of Reference, Membership and Delegated Authority Health and Safety and Safeguarding Committee

1. BACKGROUND

- 1.1 The Corporation has decided to set up a Health and Safety and Safeguarding Committee.
- 1.2 The Committee is not to be seen as an executive arm of the College. It is to provide an independent view to the Corporation, that the College has sufficient arrangements to ensure as a minimum each campus is complying effectively with applicable Health and Safety and Safeguarding legislation.

2. AIM

- 2.1 This document sets out the terms of reference under which the members of the Health and Safety and Safeguarding Committee will carry out their duties.

3. DUTIES

- 3.1 To monitor and assess the effectiveness of the college's health and safety and safeguarding arrangements on a termly basis and consider a risk and assurance rating under the Board Assurance and Risk Management Framework.
- 3.2 To monitor, within an agreed timescale, the implementation of agreed recommendations relating to internal audit reports or other relevant reports or assessments relating to Health and Safety and Safeguarding and where appropriate, management's response to these.
- 3.3 To oversee the policies on Health and Safety and Safeguarding of the College.

4. DELEGATED AUTHORITY

The Committee has authority to:

- 4.1 appoint co-opted members (maximum 2) as required to meet the need for specific additional experience.
- 4.2 commission an investigation of any activity within its Terms of Reference and in order to do so has the right of access to obtain all the information and explanations it considers necessary, from whatever source, to fulfil its remit.

5. MEMBERSHIP

- 5.1 The Committee is to comprise at least three members and no more than eight. One of the governor members will be the designated safeguarding governor. In addition the Committee can appoint up to two external co-opted members.
- 5.2 Senior management staff may not be members of the Committee but the Group Leadership lead for the committee will attend meetings and other managers will be invited to attend as required.

6. QUORUM

6.1 A quorum of the Committee shall be three members.

7. CHAIR

7.1 The Committee members shall annually elect a Chair and Vice-chair at the first meeting of the academic year.

8. VOTING

8.1 Voting at meetings will be determined by a show of hands.

8.2 Co-opted members will have full voting rights.

8.3 The names and votes of members shall not normally be recorded in the minutes, but any member may request that his or her vote or abstention be recorded.

8.4 In the case of an equality of votes, the Chair of the meeting will have a casting vote.

9. CLERK

9.1 The Head of Governance shall act as Clerk to the Committee.

10. REPORTING RESPONSIBILITIES

10.1 The Chair of the Committee shall report formally to the Corporation on the proceedings of the Committee after each meeting on all matters within its duties and responsibilities.

10.2 The Committee shall provide a termly opinion to the Audit Committee on risk areas and assurance levels allocated to the committee.

*Reviewed: 7th November 2019
Next review November 2020*