

# SOUTHWATER PARISH COUNCIL

---

## HEALTH AND SAFETY COMMITTEE REMIT



Produced: August 2024  
Approved: Full Council Meeting – 18<sup>th</sup> September 2024  
Reviewed: Every 3-years

# INDEX

## Contents

1. Purpose.....	2
2. Status.....	2
3. Membership .....	2
4. Quorum .....	2
5. Chairmanship .....	3
6. Powers .....	3
7. Responsibilities .....	3
8. Meetings.....	3

# HEALTH AND SAFETY COMMITTEE

## MEMBERS

Minimum of 5 and maximum of 9

## MEETINGS

As required by the Council, Executive Officer, or Chairman

### 1. Purpose

To oversee and ensure the effective implementation of the Council's Health and Safety Policy, safeguarding the welfare of staff, councillors, and other stakeholders.

### 2. Status

The Health & Safety Committee shall be established as a **standing committee** of the Council, reporting directly to the full Council.

### 3. Membership

- A minimum of **five members** to be appointed by the Council.
- Membership shall ideally include individuals with competence in health and safety matters where possible.
- Membership will be re-affirmed annually at the Council's Annual Meeting.

### 4. Quorum

- A quorum shall be **three members**.
- If a quorum is not present, or if during a meeting the number of Councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.

## 5. Chairmanship

- A Chairman of the Committee shall be appointed by the Council (or at the Committee meeting).
- The Chairman must be a member of the Council and will act as the primary point of contact for the Executive Officer, staff, and councillors regarding health and safety matters.

## 6. Powers

The Committee is authorised to:

- Address health and safety matters and act on urgent issues.
- Seek specialist or professional advice, subject to the approval of the Executive Officer.
- Investigate health and safety-related incidents and address issues arising from reports.
- Refer recommendations to the HR Committee where personnel matters are concerned.
- Undertake project work as directed by the Council or the Executive Officer.

## 7. Responsibilities

- To review and provide input on matters referred by the Executive Officer or other committees.
- To report to the Council on inspections, audits, injuries, or accidents as required.
- To monitor compliance with the Council's health and safety policies.

## 8. Meetings

- **Frequency:** Meetings shall be convened as required by the Council, Executive Officer or the Chairman of the Committee.
- **Exclusion of Press and Public:** Meetings may exclude press and public where appropriate under the Public Bodies (Admission to Meetings) Act 1960.
- **Conduct:** Attendees are bound by the Council's Code of Conduct.
- **Minutes:** Meetings shall be called and minuted by the Executive Officer or another designated officer.