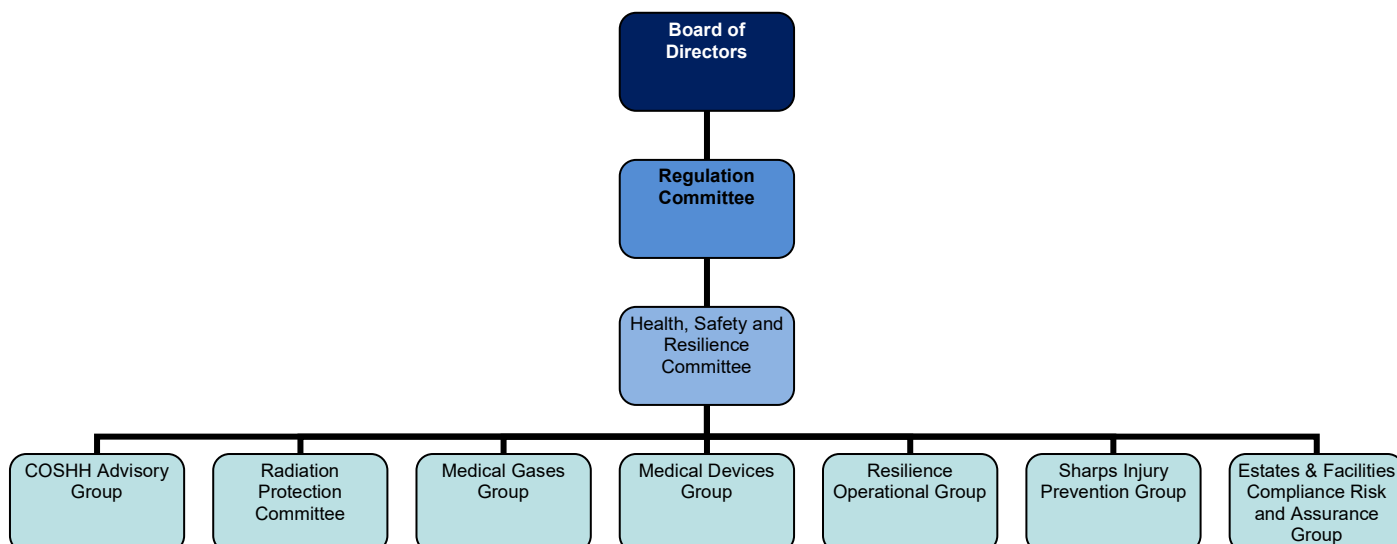


Health, Safety and Resilience Committee

TERMS OF REFERENCE



The purpose of the Health, Safety and Resilience Committee is to fulfil the Trust's statutory requirement in accordance with requirements of section 2(7) of the Health and Safety at Work etc. Act 1974 to have a safety committee to ensure there is a review of and ongoing assurance associated with the health and safety at work of its employees.

The Committee provides the Trust's Board, through the work of the Regulation Committee, and by exception to the with an objective review (including strategic risks and associated assurance) of measures to health and safety of the employees of the Trust and the arrangements in place to ensure resilience and business continuity

Trust Strategic Objectives		Committee Role
1	To provide outstanding care for patients	Assure
2	To deliver our financial plan and key performance targets	Acknowledge
3	To be in the top 20% of employers	Assure
4	To be a continually learning organisation	Oversight and assure
5	To collaborate effectively with local and regional partners	Assure

Version	Issued to	Date	Comments	Review date
0.3	Health, Safety & resilience Committee	13.03.2019	Interim review carried out	August 2020
0.4	Health, Safety & resilience Committee	15.12.2019	Approved pending virtual Steff Side sign off	December 2021

1. Authority, Accountability and Responsibility

- 1.1 The Trust Board hereby resolves to establish a Sub-Committee of the Regulation Committee to be known as the Health, Safety and Resilience Committee (the Committee).
- 1.2 The Committee is a standing sub-committee of the Trust's Quality Committee. Its constitution and terms of reference are set out below, subject to amendment at future Regulation Committee meetings.
- 1.3 The Committee is authorised by the Board to act and investigate any activity within its terms of reference. All members of staff are directed to co-operate with any request made by the Committee.
- 1.4 The Committee is authorised by the Board to instruct professional advisers and request the attendance of individuals and authorities from outside the Trust with relevant experience and expertise if it considers this necessary or expedient to the exercise of its functions.
- 1.5 The Committee shall embed the Trust's vision, standards, priorities and requirements, e.g. equality and human rights, through the conduct of its business.
- 1.6 The requirements for the conduct of business as set out in the Trust Board's Standing Orders are equally applicable to the operation of the Committee.

2. Purpose, objective and principal duties

- 2.1 The purpose of the Health, Safety and Resilience Committee is to fulfil the Trust's statutory requirement in accordance with requirements of section 2(7) of the Health and Safety at Work etc. Act 1974 to have a safety committee to ensure there is a review of and ongoing assurance associated with the health and safety at work of its employees. The Committee provides the Trust's Board, through the work of the Regulation Committee, and by exception with an objective review (including strategic risks and associated assurance) of measures to health and safety of the employees of the Trust and the arrangements in place to ensure resilience and business continuity.
- 2.2 The objective of the Committee is to enable the Trust Board to obtain assurance that high standards of health and safety practice are in place across the trust and that adequate and appropriate governance structures, processes and controls are in place throughout the Trust to:
 - Protect the health, safety and wellbeing of Trust employees
 - Identify, prioritise and manage risk arising from health and safety issues
 - Ensure the effective and efficient use of resources through evidence based practice
 - Ensure that the Trust is aligned to the statutory and regulatory requirements relating to health and safety
 - Ensure effective arrangements are in place for emergency preparedness, resilience and business continuity
- 2.3 The principal duties of the Committee are:
 - To receive and review any strategic objectives related to quality allocated to it by the Regulation Committee, ensuring the key controls are in place and identifying

any areas where routine and additional assurance is required within its work-plan and what type of assurance is required.

- To apply the Board's Risk Appetite statement to their review of the risks and assurance associated with the Trust's Strategic Objectives.
- To receive and scrutinise the Strategic Risks related to health, safety & resilience? (with a risk score of 12 or more) or any other risks identified or being managed by the Trust allocated to it by the Regulation Committee in the context of the Board Assurance Framework, monitoring progress made in mitigating those risks through the work of the Regulation, identifying any areas where additional assurance is required.
- To report to the Regulation Committee and provide assurance (through the provision of an annual report) to the Trust Board on the adequacy of control and mitigation against such risks.
- Following consideration of the assurances received through the discharge of its operational responsibilities, agree the level of confidence the Committee has in relation to the achievement of the strategic objectives allocated to it and provide the associated rationale for inclusion within the Board Assurance Framework to the Regulation Committee.

3. Operational Responsibilities

3.1 The Health, Safety and Resilience Committee is responsible for providing the Trust Board (through the work of the Committee) with assurance on all aspects of health, safety and resilience including delivery, governance, risk management, and the regulatory standards

3.2 The Committee will discharge this responsibility through:

- Encouraging co-operation between management and staff in order to improve Health & Safety and Welfare at work.
- Considering Health and Safety reports submitted by Trust safety representatives, specialist advisors and sub-committees of the Health, Safety and Resilience Committee.
- Agreeing and assuring an annual health and safety training strategy.
- Developing and monitoring an annual health and safety work plan.
- Managing a risk register of health and safety risks that cannot be managed at Care Group level
- Assessing the Trust's health and safety performance through the development and monitoring of key performance indicators (KPIs).
- Assigning health and safety risks to the appropriate Trust Committee/Groups for their management and monitor their progress to resolution.
- Providing progress reports to the relevant committees on health and safety risks that have been assigned to the health and safety committee for management.
- Developing, promoting and monitoring health and safety communication and publicity in the workplace so as to raise staff awareness and contribute to a positive health and safety culture within the Trust
- Ensuring that the Health and Safety Policies and affiliated procedures are implemented and their effectiveness monitored.
- Considering reports of factual information provided by the Health & Safety Executive (HSE) and other stakeholders and engage with the appropriate enforcing authorities, in adopting health and safety industry best practice.
- Monitoring trends of incidents, dangerous occurrences and notifiable diseases so that recommendations may be made to the relevant services for corrective action.
- Commissioning task and finish groups to undertake work to resolve specific issues.

- Undertaking and acting upon joint inspections with staff side and take appropriate action based on the findings.
- Receiving union inspections notices (UIN) and take appropriate action based on their findings.
- Aligning with the Trust's corporate governance framework and escalate risks in line with the agreed process as set out within Trust's Risk Escalation Framework
- Producing a quarterly key issues paper and an annual report for the Board of Directors to provide assurance on health, safety and resilience.
- Actively championing and proactively promoting health and safety across the Trust.
- Supporting and sponsoring specialist risk groups, task and finish groups, benchmarking and networking with external bodies.
- Making recommendations to the Regulation Committee concerning the annual programme of Internal Audit work and to work with the Committee to ensure effective scrutiny of the risks and systems of internal control related to matters of health and safety.

3.3 The Health, Safety, and Resilience Committee is responsible for providing the Trust Board (through the work of the Regulation Committee) with assurance on all aspects of emergency preparedness and resilience

3.4 The Committee will discharge this responsibility through:

- Ensuring that the Trust works towards compliance with the NHS England core standards relating to emergency preparedness
- Ensuring that the Trust is compliant with its own business continuity planning, policies and processes

3.3 The Committee will also review assurance in relation to health, safety and resilience within the Trust through examination of:

- Serious Incidents, Incidents, claims and complaints
- Regular highlight reports from the Sub-groups
- National reviews and inquiries which involve systems failure
- Learning and debriefs from table top exercises (local regional and national) and following major incidents.

4. Membership

4.1 The Chair of the Committee ("the Chair") will be the Director of Strategy and Integration. In their absence, the meeting will be chaired by the Deputy Chair, who will be a nominated member of the Committee.

4.2 The membership of the Committee shall comprise:

Title	Role
Director of Strategy and Integration	Chair To ensure the Committee functions properly, that there is full participation during meetings, that all relevant matters are discussed and that effective decisions are made and carried out.
Non-Executive Director	To provide independent oversight and challenge to the Committee
Director of Pharmacy	To support the purpose and aims of the Committee and to agree decisions, actions and provide input and feedback on management issues related to the agenda and work-plan
Director of Estates and	To support the purpose and aims of the Committee and to agree

Title	Role
Facilities	decisions, actions and provide input and feedback on management issues related to the agenda and work-plan
Care Group Senior leadership representation from each care group	To support the purpose and aims of the Committee and to agree decisions, actions and provide input and feedback on management issues related to the agenda and work-plan
Head of Non-Clinical Risk	To support the purpose and aims of the Committee and to agree decisions, actions and provide input and feedback on management issues related to the agenda and work-plan To support the Chair of the Committee in ensuring that the Committee functions properly
Head of Midwifery	To support the purpose and aims of the Committee and to agree decisions, actions and provide input and feedback on management issues related to the agenda and work-plan
Human Resources Manager	To support the purpose and aims of the Committee and to agree decisions, actions and provide input and feedback on management issues related to the agenda and work-plan
Workplace Health and Wellbeing Manager	To support the purpose and aims of the Committee and to agree decisions, actions and provide input and feedback on management issues related to the agenda and work-plan
Trades Union representation	To support the purpose and aims of the Committee and to agree decisions, actions and provide challenge to and feedback on management issues related to the agenda and work-plan
Head of Education	To support the purpose and aims of the Committee and to agree decisions, actions and provide input and feedback on management issues related to the agenda and work-plan
Emergency Planning Manager	To support the purpose and aims of the Committee and to agree decisions, actions and provide input and feedback on management issues related to the agenda and work-plan
Nurse Consultant, Infection control	To support the purpose and aims of the Committee and to agree decisions, actions and provide input and feedback on management issues related to the agenda and work-plan

4.3 The membership of the Committee will be reviewed on an annual basis.

5. Quorum and attendance

- 5.1 A quorum shall consist of no less than two management representatives (and must include as a minimum the Chair or nominated Deputy Chair of the Committee) and two representatives from the Trades Unions.
- 5.2 Members should attend at least 75% of meetings within any calendar year. Attendance will be monitored and addressed by the Chair.
- 5.3 The Chairperson and the Chief Executive of the Trust Board reserves the right to attend any of the Committee's meetings as an ex-officio member.
- 5.4 Should any member be unavailable to attend, they may nominate a deputy, with full voting rights, to attend in their place subject to the agreement of the Chair.
- 5.5 The Committee may ask any of those who are in attendance but who are not members to withdraw to enable a full and frank discussion of particular matters.
- 5.6 Where the Committee is not quorate, the meeting should be rearranged within two weeks.

6. Frequency of meetings

- 6.1 The Committee will meet quarterly and shall agree a schedule of meetings at least 12 months in advance. Additional meetings will be arranged as determined by the Chair of the Committee.
- 6.2 At the request of the Chair, the Committee may hold meetings by telephone, video link or by email exchange. Normal rules relating to quoracy will apply to the functioning of such a meeting. These meetings will be deemed as standard meetings of the Committee and shall be documented accordingly.

7. Standing Items

- 7.1 Strategic Risks relevant to the Committee
- 7.2 Key performance indicators
- 7.3 Exception reports from established Sub-Groups
- 7.4 Matters to share with other Committees
- 7.5 Matters to Escalate to the Strategic Risk Register
- 7.6 Matters to Escalate to the Board of Directors
- 7.7 Items for Corporate Communications

8. Agenda and papers

- 8.1 The Head of Non-Clinical Risk will hold an agenda setting meeting with the Chair and/or the Deputy Chair at least 2 weeks before the meeting date.
- 8.2 The agenda will be based around the Committee's work plan, matters arising and requests from The Board of Directors, other Board Committees or the Committee's Sub-Groups to consider specific issues. Following approval, the agenda and timetable for papers will be circulated to all Committee members.
- 8.3 Agenda items along with accompanying papers to be submitted to the Committee secretary one week prior to meeting dates.
- 8.4 The agenda and papers for meetings will be distributed five working days in advance of the meeting.
- 8.5 The minutes, highlight report and action log will be circulated to members within 21 days of the meeting to check the accuracy.
- 8.6 Members must forward amendments to the Committee secretary within the next seven days.

9. Reporting

- 9.1 The Committee will receive written update reports following each meeting of the Sub Committees below which details the business undertaken on its behalf. Sub Committees reporting to the Committee are:
 - COSHH Advisory Group
 - Radiation Protection Group
 - Medical Gases Group
 - Medical Devices Group
 - Sharps Injury Prevention Group

- Estates & Facilities Compliance Risk and Assurance Group
 - Emergency Preparedness and Resilience Group
- 9.2 The Committee Chair shall report formally, regularly and on a timely basis to the Regulation Committee on the Committee's activities by:
- 9.2.1 Providing a written update report (including detailed commentary on the assurance received and risks identified in relation to the key controls identified within the Board Assurance Framework) following each meeting
 - 9.2.2 Bringing to the Regulation Committee specific attention any significant matter under consideration by the Committee.
 - 9.2.3 Ensuring appropriate escalation arrangements are in place to alert the Trust Board Chair, Chief Executive or Chairs of other relevant Committees of any urgent/critical matters that may compromise the delivery of the Trust's Strategic Objectives.
 - 9.2.4 Approving an Annual report for submission to the Trust's Board.
- 9.3 If, through the course of Committee business an issue is raised which needs immediate escalation, or action taken, which is outside of the remit of the Committee this should be escalated to the appropriate Executive meeting, via the chair, for discussion and action.

10. Secretarial support

- 10.1 Secretarial support will be provided through the Office of Governance and Corporate Affairs.

11. Review Date

- 11.1 These terms of reference and operating arrangements shall be reviewed on at least an annual basis by the Committee for approval by the Quality Academy.

12. Links to the Board, Board Committees and other groups

- 12.1 The Committee, through its Chair and members, shall work closely with the Board's other Committees to provide advice and assurance to the Board of Directors through the:
- 12.1.1 Joint planning and co-ordination of Board and Committee business.
 - 12.1.2 Sharing of Information through consistent reporting to the Board of Directors and other Board Committees, both by exception and in routine reports.
- 12.2 In doing so, the Committee shall contribute to the integration of governance across the organisation, enabling the incorporation of all sources of assurance into the Board's Assurance framework.
- 12.3 The Committee may establish task and finish groups to carry out on its behalf specific aspects of Committee business.
- 12.4 The Committee may formally request attendance at its meeting the chairs of Sub-Groups that report to this Committee