

**Schedule of Business 2023/24**

<b>03 OCTOBER 2023 at 13:30-15:30</b> Via Teams <b>(Chair: Sareen Galbraith)</b>		<b>01 FEBRUARY 2024, at 13:30-15:30 in</b> Via Teams <b>(Chair: Trevor Armour)</b>	<b>04 JUNE 2024, at 13:30-15:30 in</b> Via Teams <b>(Chair: Sareen Galbraith)</b>
<i>Report deadline: 18 SEPTEMBER 2023</i>		<i>Report deadline: 18 JANUARY 2024</i>	
<ol style="list-style-type: none"> <li>1. Fire Safety Policy and Procedures Annual Review – H&amp;S team</li> <li>2. Safety, Health and Wellbeing Policy Update – H&amp;S team</li> <li>3. Corporate Health &amp; Safety Risk Assessment Update – H&amp;S team</li> <li>4. Quarterly Accident &amp; Incident Report – H&amp;S team</li> <li>5. Spring Fire Drills report</li> <li>6. +/- Thematic Topic: TBC</li> </ol>		<ol style="list-style-type: none"> <li>1. Autumn Fire Drills Report – H&amp;S team</li> <li>2. PAT Annual Tender Process – P Atkinson</li> <li>3. Sickness Absence Report (Bi-annual) – HR team /Sarah Swales</li> <li>4. Annual Accident &amp; Incident Report 2023 – H&amp;S team</li> <li>5. +/- Thematic Topic: TBC</li> </ol>	
		<ol style="list-style-type: none"> <li>1. Spring Fire Drills Report –H&amp;S team</li> <li>2. Sickness Absence Report (Bi-annual) – HR Team/Sarah Swales (shorter absence report)</li> <li>3. Annual Stress Risk Assessment Report – HR Team</li> <li>4. Draft Schedule of Business 2023/24 – Chair</li> <li>5. Quarterly Annual Accident &amp; Incident Report – H&amp;S team</li> <li>6. Safety, Health &amp; Wellbeing Policy Annual Review – H&amp;S team &amp; HR Team</li> <li>7. +/- Thematic Topic: TBC</li> </ol>	
<b>Standing items</b>	<b>Part A: Preliminary Items</b>	Terms of Reference and Membership Updates- Chair Minutes of the Last Meeting – Chair Matters Arising – Chair/Secretary	
	<b>Part B: Major Topics</b>	Listed above +/- 30minute thematic topic	
	<b>Part C: Local Reports</b>	*Local Summary Reports (collated reports of low, medium, high impact areas via H&S Team) Common Themes Report – H&S team	
	<b>Part D: Safety</b>	Accident and Incident Report – H&S team *Fire Safety Management Update Report – H&S team New Legislation – H&S team	
	<b>Part E: Health &amp; Wellbeing</b>	Report from Wellbeing Sub-Committee –S Swales (Joint Chair of Wellbeing sub-committee)	
	<b>Part F: Other Matters</b>	*Health & Safety Training Compliance – H&S team Good Practice – H&S team (Ad hoc)	
	<b>Part G: Other Business</b>	Schedule of Business – Chair	

*\*Starred items will be taken without discussion unless a member notifies the Chair or Secretary that they wish the item to be open for debate.*