

## **Terms of Reference**

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### **1. Purpose and Objectives**

The purpose of the Health & Safety Consultative Committee (“the Committee”) is to enable the University to comply with its duties under Sections 2(4), 2(6) and 2(7) of the Health & Safety at Work etc. Act 1974 and Regulation 9 of the Safety Representatives & Safety Committees Regulations 1977.

Accordingly, the objectives of the Committee are to:

1. facilitate consultation with Trade Union Safety Representatives with a view to the making and maintenance of arrangements which will enable the University and its employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of employees;
2. check the effectiveness of such measures; and
3. keep under review the measures taken to ensure the health and safety at work of its employees.

### **2. Functions**

- 2.1. To provide a forum for the University’s management to consult with employees and their recognised trades unions’ safety representatives on matters related to health and safety at work;
- 2.2. To consider and respond to the University’s plans and proposals for the development of policies and governance processes which are intended to safeguard the health and safety of those impacted by the University’s activities and that will enable the University to comply with its legal obligations;
- 2.3. To receive updates on changes to Health & Safety legislation;
- 2.4. To monitor the effectiveness of the University’s arrangements for the management of Health & Safety via reports from the Central Health & Safety Service covering key performance indicators;
- 2.5. To receive reports on the Health & Safety performance and plans of schools and professional services;
- 2.6. To monitor the University’s compliance with legal and statutory Health & Safety obligations;
- 2.7. To monitor the effectiveness and suitability of the University’s programme of Health & Safety training, information and supervision;
- 2.8. To receive reports on wellbeing and work-related absences from the Human Resources department;
- 2.9. To seek out and promote areas of good practice;

- 2.10. To receive and consider recommendations and inputs from the Wellbeing Sub-committee: the Wellbeing Sub-Committee meets in advance of the HSCC and is co-chaired between the Director of Student Services and the Deputy Director of Human Resources. The Deputy Director of Human Resources issues a report of the Sub-Committee’s activities to each meeting of the HSCC for information and discussion;
- 2.11. To review the scope of the University’s Health & Safety arrangements to ensure that they are comprehensive and complete, with clear accountability for different responsibilities;
- 2.12. To escalate critical Health & Safety issues to the University Executive Team through the Health, Safety & Wellbeing Steering Group (HSWSG).

### 3. **Membership**

#### 3.1. **Joint Chairs**

- a. The Committee will be jointly chaired by a Dean or Director from the Senior Management Group (SMG) and the Trade Union Chair; the post of Chair for the practical management of each individual meeting will alternate between the Trade Union Chair and the SMG Chair.
- b. The Trade Union Chair will be appointed by the mutual agreement of Unison and UCU and will alternate between UCU and Unison every two years.

#### 3.2. **Committee Members**

In addition to the Joint Chairs, the Committee will consist of members representing the management, colleagues and students of the University as follows:

<b>Constituency</b>	<b>Membership</b>
Senior Management Group	2 x Deans of School 2 x Directors of Service  <i>A Dean or Director may nominate a substitute who is agreed by the two Joint Chairs to have sufficient seniority to be a suitable substitute.</i>
School and Professional Services Representatives	4 x School Representatives 4 x Service Representatives  <i>1 x representative per school or service; more than 8 in total may be permitted at the discretion of the Joint Chairs.</i>
Trade Union Safety Representatives	Up to 2 x nominated Safety Representatives of Unison Up to 2 x nominated Safety Representatives of UCU  <i>Extension of membership to Trade Union officers who are not Safety Representatives is at the discretion of the Joint Chairs</i>
Students’ Union	1 x Student representative 1 x Students’ Union Representative
Total membership	18 <i>(plus Chairs, permanent advisors and co-opted members)</i>

### 3.3. **Co-opted members:**

The Committee shall have powers to co-opt at any time suitable persons for specialist or specific advice.

### 3.4. **Permanent Advisers to the Committee:**

a. Technical advice, guidance and support will be provided to the Committee by the University's Central Health & Safety Service and Human Resources department.

b. The Committee will be supported by the provision of a Secretary to assist with the practical administration of the Committee.

### 3.5. **Membership list**

The names of those making up the Committee's Chairs, membership and advisors will be included in the papers pack produced for each meeting.

### 3.6. **Duration of Membership**

Other than the permanent advisors to the committee, members are appointed on a two-year rotating cycle; membership duration may be extended at the discretion and agreement of the two Joint Chairs.

## 4. **Meeting frequency**

4.1. The Committee will meet once per term of each academic year.

4.2. Meetings will be held every October, February and June, and at least 5 working days in advance of the subsequent Health, Safety & Wellbeing Steering Group.

4.3. Once per year in September, the Committee will meet jointly with the Health, Safety & Wellbeing Steering Group.

## 5. **Schedule of Business**

The Schedule of Business for the next academic year will be drafted ahead of the June meeting of the Committee and will contain details of standing and specific agenda items.

## 6. **Proceedings**

6.1. The agenda for each regular meeting of the Committee will be submitted to the Joint Chairs 7 weeks prior to the meeting.

6.2. Documents required by the Committee shall be distributed by the Secretary to all members and attendees no later than 5 working days before the meeting.

**Document Control:**

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Author(s)	James Chester, Head of Health & Safety (2024)
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External references	<ol style="list-style-type: none"> <li>1. The Health &amp; Safety at Work etc. Act 1974.</li> <li>2. The Safety Representatives and Safety Committees Regulations 1977.</li> <li>3. The Health &amp; Safety (Consultation with Employees) Regulations 1996.</li> <li>4. HSE publication “L146: Consulting workers on health and safety: Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended): Approved Codes of Practice and guidance” – second edition, published 2014 (current at the date of the current version of this Terms of Reference).</li> <li>5. HSE publication “HSG263: Involving your workforce in health and safety: Guidance for all workplaces” – first edition with amendments, published 2015 (current at the date of the current version of this Terms of Reference).</li> <li>6. USHA publication “HASMMap: Health &amp; Safety Management Profile”.</li> </ol>
Links to other internal policies / procedures	<ol style="list-style-type: none"> <li>1. Safety, Health and Wellbeing Policy.</li> </ol>
Version reference	2025
Version History - summary of changes	<p>2019: Adopted September 2019.</p> <p>2025: Revised to take account of new senior management structure, Central Health and Safety Service reporting line and requirements of USHA HASMAP.</p>