

## **Health, Safety, Safeguarding and Equality Committee - Terms of Reference**

1. The committee will meet termly (3 per year) – October, February and June.
2. Extraordinary meetings may be called if there is a particularly urgent requirement to do so
3. The committee will be jointly chaired overall by the Executive Director of Finance and the interim Vice Principal (Quality & Students). However, each section will be chaired by the relevant individual: Health & Safety – Union member and Equality – Theresa Hallett.
4. Membership will, as a minimum, comprise representatives from the following teams:
  - Student Participation and Wellbeing/Mentor
  - Human Resources
  - Head of ALS
  - 2 curriculum areas
  - Work-based Learning
  - Estates, Security and Health and Safety
  - Senior Leadership Group
  - The Governing Body
  - Students' Union
  - Unison, UCU H&S Representatives
  - ICT Support
  - Client Services/Marketing
5. Other internal or external people may be co-opted for particular topics
6. The remit of the committee will be to ensure that the college is effectively implementing all policies in the Health and Safety at Work, Protection of Children and Vulnerable Adults, Recruitment and Selection, and Equality and Diversity.
7. The committee will report in to the college's Senior Leadership Group and the Governing Body via debriefing by the chairs and minutes of the meeting.

**Jayne Davis**  
**Interim Vice Principal Quality and Students**

**Julian Tucker**  
**Executive Director of Finance**

## **Main Agenda Points**

### **October – City Centre Campus**

- Union report
- Estates and Security report
- Accident and Incident report
- Work-Based Learning report
- Healthy College Update
- HR report
- Safeguarding Annual Report
- Update on Prevent
- EDI Objectives

### **February – Somer Valley Campus**

- Union report
- Estates and Security report
- Accident and Incident report
- Work-Based Learning report
- Healthy College Update
- Health & Wellbeing report – Rob Heyes
- HR report
- Student Survey report – Patrick Littlehales – GUEST SPEAKER
- Update on Prevent
- EDI Annual Report
- EDI Objectives

### **June – City Centre Campus**

- Union report
- Estates and Security report
- Accident and Incident report
- Work-Based Learning report
- Healthy College Update
- Health & Wellbeing report – Rob Heyes
- HR report
- Update on Prevent
- EDI Update

## **Conduct of Business**

Refreshments will be provided.

To ensure that all agenda points are discussed with sufficient time, it has been agreed that each sub-section of the Health, Safety and Equality committee will have a strict 45 minutes each.

However, please note that many reports and agenda points span two sub sections, for example 'Health and Safety' reports are relevant across both 'Health' and 'Safety' similarly 'Safeguarding' reports will be relevant across 'Safety' and 'Equality'.

### **Meetings**

The Committee will be held at a frequency of one meeting per term. The College is legally obliged to establish a meeting on request from at least two Trade Union Health & Safety Representatives, in accordance with 'The Safety Representatives and Safety Committees Regulations 1977'.

### **Minutes**

The Minutes will be taken by the Safeguarding and Welfare Administrator. These will be written and circulated to all attendees within 21 days of the meeting being held.

The Minutes will also be submitted to the Senior Leadership Group and Chair of Board of Governors.

### **Agenda**

An agenda will be circulated to all members in advance of each meeting. Items for discussion and reports must be forwarded prior to the meeting being held.