



HEALTH, SAFETY, ENVIRONMENTAL & HUMAN RESOURCES (HSEHR) COMMITTEE REMIT (2024)

1.0 INTRODUCTION

In establishing and reviewing this Committee Remit reference has been made to the Scottish Government's SPFM and On-Board guidance documentation.

Reference has also been made to the various recommended "Role Description" documents covering Committee Members and the Chairperson produced by EVH and SFHA.

2.0 MEMBERSHIP

The HSEHR Committee shall consist of a minimum of 5 members of the Board of Management elected annually at the first meeting of the Board of Management following the Annual General Meeting (or otherwise as agreed).

3.0 ELECTION OF CONVENOR AND VICE CONVENOR

A Convenor and Vice Convenor shall be elected at the first meeting of the Committee following the Annual General Meeting (or otherwise as agreed).

Convenors will serve a maximum of 3 consecutive years unless a request is made by the Board of Management for this period to be extended.

4.0 ROLE OF THE CONVENOR

4.1 Agenda

The Convenor will liaise with the member of staff assigned to service the Committee over the preparation of the Agenda by reviewing and approving the draft agenda. Only once approved can the agenda be issued.

4.2 Committee Papers

Once the Committee papers have been prepared (and distributed) Convenors will make contact with the member of staff assigned to service the Committee to review the reports and documents etc prior to the meeting to ensure that any matters requiring clarification/ explanation can be discussed in advance of the meeting.

4.3 Minutes

The Convenor will receive a draft Minute of the Committee meeting from the member of staff assigned to service the Committee for review and approval. Only minutes approved by the Convenor should be circulated for formal approval by Committee at their next meeting.

4.4 Feedback to Board of Management

The Convenor will give verbal feedback to the Board of Management at meetings where Committee minutes have been distributed for information. This feedback will include the key items of business covered at the relevant Committee meeting.

5.0 ATTENDANCE AT, AND PROTOCOL FOR, COMMITTEE MEETINGS

Governing Body members can either attend Board or Committee meetings in the office or access meetings remotely and in order that all meetings can be conducted effectively the following protocol is applied;

- ✓ Where Committee Members are attending the meeting in the office, at least one member of the SMT must physically attend the meeting to ensure that all equipment can be switched off and the office can be locked and secured following the meeting;
- ✓ Committee Members should indicate in advance whether they intend to access the meeting remotely (or in person) so that we can ensure that meeting can be managed effectively;
- ✓ Invitations to attend “remotely” will be sent to all Committee Members in advance of the meeting to allow any change in plans to be accommodated;
- ✓ All Committee members who are attending meetings remotely must apply the same procedures for entering or leaving meetings as are required for those attending in person;
- ✓ The Minutes of the meeting will specify how each member attended the meeting – in person or remotely.
- ✓ The member of staff assigned to service the Committee may advise, with the agreement of the Convenor, that the meeting will be held wholly online.

6.0 QUORUM

A quorum will be 3 Members of those elected as members of the HSEHR Committee. If a quorum is not present within 15 minutes of the scheduled start of the meeting (either in person or remotely), the meeting may be postponed until a later date. Alternatively, the members may proceed with the meeting and prepare a note of the meeting. Any business requiring approval will be recommended to the next Board of Management meeting.

7.0 MEETINGS

The HSEHR Committee will meet at least quarterly.

Meetings will be held on a Thursday evening but not on the Thursday immediately prior to the date of the Board of Management (unless otherwise agreed).

Meetings will last a maximum of 2 hours. Any business remaining at the conclusion of the meeting shall be held over until another meeting unless the majority of the Committee agree to suspend the standing orders and continue with the meeting.

A timetable of proposed meetings and business items will be prepared prior to the start of the new financial year.

8.0 PRINCIPAL DUTIES

8.1 Health and Safety

The HSEHR Committee will;

- ✓ receive quarterly reports on health and safety issues e.g. reportable incidents (Riddor), near misses / minor incidents (office), near misses / minor incidents (construction), fire drills, fire & panic alarm testing, water heating tests (legionella) etc.
- ✓ monitor the effectiveness of the Association's Health and Safety Policy and make recommendations to the Board of Management annually following its review.
- ✓ investigate any serious breach of the Health and Safety Policy and will report to the Board of Management as follows;
 - The nature of the breach of policy;
 - Details of the HSEHR Committee investigation;
 - Recommended action
- ✓ be responsible for monitoring accident and near miss records in relation to the Association's construction activities.
- ✓ be responsible for approving the Association's Health and Safety Manual and for ensuring that it is kept up to date and that any amendments instructed by Employers in Voluntary Housing are incorporated therein.
- ✓ be responsible for approving the Association's Landlords Safety Manual and for ensuring that it is kept up to date and that any amendments instructed by Employers in Voluntary Housing are incorporated therein.

8.2 Human Resources

The HSEHR Committee will;

- ✓ receive quarterly reports on staffing issues e.g. appointments/resignations, discipline, grievance, harassment, days lost through sickness and will receive an annual report on the staffing structure.
- ✓ have delegated power to administer appropriate stages of the Association's disciplinary and grievance procedures (with the exception of the final stages which shall be the responsibility of the Executive Committee);
- ✓ be responsible for ensuring that all requirements of the Employers in Voluntary Housing procedures and employment legislation are implemented and that relevant issues are brought to the attention of the Board of Management.
- ✓ be responsible for reviewing policies and procedures relating to staffing matters e.g. staff appraisal and making recommendations to the Board of Management.

9.0 POLICY REVIEW

The HSEHR Committee will;

- ✓ review all the Association's health and safety and human resources policy documentation (unless specifically delegated to another committee) and make

- recommendations to the Board of Management regarding any potential amendments;
- ✓ on behalf of the Board of Management, ensure that the Association's policy documentation is reviewed within the agreed timescales.

10.0 PROCUREMENT OF SERVICES

The HSEHR Committee will be responsible for the procurement and appointment of consultants for commissions relating to health and safety and human resources matters.

11.0 COMMITTEE SERVICING

The HSEHR Committee will be serviced by the Association's Chief Executive who will be responsible for ensuring that reports are prepared and issued in time for the appropriate meeting ie at least 5 days prior to the date of the meeting.

In the event of the Chief Executive being involved in any disciplinary etc matter then the HSEHR Committee shall nominate another appropriate person (or body) to advise the Committee.

12.0 DELEGATED AUTHORITY

The HSEHR Committee will have delegated power to take decisions, on behalf of the Board of Management, on matters agreed as forming part of the remit of the HSEHR Committee on the proviso that all decisions are consistent with the Associations Corporate Management Plan and Annual Budget and are reported to the next meeting of the Board of Management for retrospective approval.

Should the situation arise where the Committee feels unable to make a particular decision the matter in question will be referred back to the Board of Management for decision.

Any issues of a cross-departmental nature may be required to be considered by more than one Committee (or alternatively considered by the Board of Management only).

In the event that the date of the next scheduled committee meeting is out with the desirable timeframe the issue subject to consideration may be referred to the next meeting of the Board of Management in order to expedite the matter.

Policy matters, either new or subject to review remain out with the above delegated authority with the level of authority being restricted to consideration and recommendation to the Board of Management.

13.0 REVIEW:

The remit of the HSEHR Committee will be reviewed annually.

Should the Board of Management have reason to call into question the decisions of the HSEHR Committee, both the remit and the composition of the Committee may be subject to review by the Board of Management prior to the date of the next scheduled meeting.

Anne Smith
Chief Executive
5th September 2024

Policy Review Consultation Process

Previously approved by the Board of Management	September 2023
APPROVED BY THE BOARD OF MANAGEMENT	26th September 2024
Date of Next Review	September 2025