

Council Safety, Health and Wellbeing Committee (CSHaW) (a standing committee of Council)

Terms of reference

1. The Council Safety, Health and Wellbeing Committee is a standing committee of the University Council and operates within a schedule of delegated authority from Council. It is responsible for:
 - providing Council with the assurance that the University is and has effective arrangements in place and that these arrangements are working by means of periodic review;
 - approval of wholly new management arrangements and significant revisions to existing arrangements on the recommendation of the Vice-Chancellor;
 - reviewing proposals for significant revisions to management and/or governance structures for health and safety, or the related overarching frameworks, prior to recommending these for Council's approval;
 - reviewing and advising on an annual Health and Safety report prior to its submission to Audit Committee and Council;
 - receiving reports from the Vice-Chancellor on the exercise of his/her delegated authority in this area;
 - receiving and reviewing reports of any significant health and safety incidents, accidents and known significant risks;
 - considering strategic matters and major initiatives where these may have health and safety implications and advising on such;
 - reviewing and advising on the University's emergency planning arrangements and ensuring these are fit for purpose;
 - reviewing and commenting upon the Lancaster University Students' Union Annual Health and Safety Report; and
 - receiving reports on the implementation of the University's People and Culture Plan in relation to matters relating to staff wellbeing and engagement.

Committee Composition

(ex officio)

Pro-Chancellor

Vice-Chancellor

Deputy Chief Executive (Operations) and Secretary

(appointed)

two lay members of Council (one to serve as the Chair, one to serve as the deputy Chair)
one representative drawn from Professional Services Health and Safety Committee Chairs
one representative drawn from Faculty Health and Safety Committee Chairs

(co-opted)

up to two members with professional expertise relevant to the Committee's terms of reference

(in attendance)

Director of People and Organisational Effectiveness

Assistant Director of People and Organisational Effectiveness (Health and Safety)

Chief Executive of the Students' Union

Procedure

The Standing Orders set out a standardised approach to committee procedural arrangements, including membership terms, quoracy and declaring interests. All members are encouraged to read the [Standing Orders](#) available on the Governance website.

The Committee can co-opt people with particular expertise at the discretion of the Chair.

The Committee will normally meet three times a year.

Written reports of meetings will go to Council.

The Secretary of the Committee will be a member of staff from Governance Services.