

## **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)

Chair of the Facilities Sub-SHaW (indefinite term)

Executive Dean of FST or Executive Dean of FHM (VC-nominated Executive Faculty Dean based on faculty risk profiles to take a wider view on behalf of the University Executive Board and Faculties (indefinite term)

*(co-opted)*

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

*(in attendance)*

Chief People Officer

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.