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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board



Meeting Date	02 December 2019	Agenda Item	2.11
Report Title	Health and Safety Committee Terms of Reference		
Report Author	Liz Stauber, Interim Head of Corporate Governance		
Report Sponsor	Pam Wenger, Director of Corporate Governance		
Presented by	Pam Wenger, Director of Corporate Governance		
Freedom of Information	Open		
Purpose of the Report	The purpose of the report is to set out revised terms of reference for the Health and Safety Committee for approval.		
Key Issues	There are is one proposed change to the terms of reference.		
Specific Action Required <i>(please choose one only)</i>	Information	Discussion	Assurance
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Approval
			<input checked="" type="checkbox"/>
Recommendations	Members are asked to : <ul style="list-style-type: none"> • Note the report and approve the terms of reference. 		

REVISED TERMS OF REFERENCE FOR THE HEALTH AND SAFETY COMMITTEE

1. INTRODUCTION

The purpose of the report is to set out revised terms of reference for the Health and Safety Committee for approval.

2. BACKGROUND

In line with standing orders (and the health board's scheme of delegation), the board nominated a committee to be known as the Health and Safety Committee. As such, terms of reference were developed to set out its role, responsibility and operating arrangements.

3. GOVERNANCE AND RISK ISSUES

The terms of reference are required to be reviewed annually in-line with the health board's governance framework and good governance principles. Failure to do so could result in the committee not discharging its duties appropriately putting the health board's governance arrangements at risk. The committee undertook its annual review in June 2019.

Following a review of board committees with the interim chair, it was agreed that staffside representatives would stand down from the Health and Safety Committee in order to align with the arrangements for all other committees. While their contributions have been beneficial, it is felt that they are more appropriate for the operational group, where specific details of incidents and issues can be discussed, while the committee is for assurance, and this is to be sought at an independent member level and provided by executive directors. The terms of reference have been updated to reflect this and the board is grateful for the support provided by staffside to date to the committee.

4. FINANCIAL IMPLICATIONS

There are no financial implications for the committee to consider.

5. RECOMMENDATION

Members are asked to:

- **Note** the report and **approve** the terms of reference.

Governance and Assurance		
Link to Enabling Objectives <i>(please choose)</i>	Supporting better health and wellbeing by actively promoting and empowering people to live well in resilient communities	
	Partnerships for Improving Health and Wellbeing	<input checked="" type="checkbox"/>
	Co-Production and Health Literacy	<input type="checkbox"/>
	Digitally Enabled Health and Wellbeing	<input type="checkbox"/>
	Deliver better care through excellent health and care services achieving the outcomes that matter most to people	
	Best Value Outcomes and High Quality Care	<input checked="" type="checkbox"/>
	Partnerships for Care	<input checked="" type="checkbox"/>
	Excellent Staff	<input checked="" type="checkbox"/>
	Digitally Enabled Care	<input type="checkbox"/>
	Outstanding Research, Innovation, Education and Learning	<input checked="" type="checkbox"/>
Health and Care Standards		
<i>(please choose)</i>	Staying Healthy	<input type="checkbox"/>
	Safe Care	<input type="checkbox"/>
	Effective Care	<input type="checkbox"/>
	Dignified Care	<input type="checkbox"/>
	Timely Care	<input type="checkbox"/>
	Individual Care	<input type="checkbox"/>
	Staff and Resources	<input checked="" type="checkbox"/>
Quality, Safety and Patient Experience		
Ensuring the committee carries out its business appropriately and aligned with standing orders is a key factor in the quality, safety and experience of patients receiving care.		
Financial Implications		
No financial implications for the committee to be aware of.		
Legal Implications (including equality and diversity assessment)		
It is essential that the committee complies with its standing orders, for which its responsibilities are outlined in its terms of reference.		
Staffing Implications		
No staffing implications for the committee to be aware of.		
Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)		
The approval of the terms of reference will enable the committee to continue as the main assurance committee to the board.		
Report History	The terms of reference are received by the committee annually for review. This was undertaken in June 2019.	
Appendices	The revised terms of reference are attached as appendix one.	