



Health and Safety Committee Work Programme 2019-20



	Lead	June	September	December	March
1. Preliminary Matters					
Minutes of the Previous Meeting	Director of Corporate Governance				
Action Log	Director of Corporate Governance				
Work Programme	Director of Corporate Governance				
2. Reviews of Service Delivery and Non-Service Delivery Units					
Primary and Community Services	Service Director				
Neath Port Talbot Hospital	Service Director				
Mental Health and Learning Disabilities	Service Director				
Corporate/HQ	Director of Nursing and Patient Experience				
Singleton Hospital	Service Director				
Facilities and Hotel Services	Chief Operating Officer				

Morrison Hospital	Service Director				
Estates	Chief Operating Officer				
3. Risk, Governance and Assurance					
Committee Terms of Reference	Director of Corporate Governance				
Health and Safety Plan Updates	Director of Nursing and Patient Experience				
Health and Safety Committee Risk Register	Director of Nursing and Patient Experience				
Health and Safety Annual Report	Director of Nursing and Patient Experience				
4. Policy and Procedures					
Current Policy Review	Director of Nursing and Patient Experience				
Procedural reviews (as determined by the committee)	Director of Nursing and Patient Experience				
Thematic reviews (as determined by the committee)	Director of Nursing and Patient Experience				
5. Internal and External Audit Reports					
Internal Audit Reports (as they arise)	Director of Corporate Governance				
External Audit Reports (as they arise)	Director of Corporate Governance				
6. For Noting					
Operational Group Minutes	Director of Nursing and Patient Experience				
Items to Refer to Other Committees	Director of Nursing and Patient Experience				



Health and Safety Committee In-Committee Work Programme 2019-20

	Lead	June	September	December	March
1. Preliminary Matters					
Minutes of the Previous Meeting	Director of Corporate Governance				
Action Log	Director of Corporate Governance				
Work Programme	Director of Corporate Governance				
2. Exception Reports					
Health and Safety Executive Reports	Director of Nursing and Patient Experience				
Cladding	Director of Nursing and Patient Experience				