

## **Terms of Reference and Membership for the Compliance (Health, Safety and Wellbeing) Committee**

### **Delegated Powers**

Compliance Committee is a sub-committee of the Executive Board and has delegated powers from Executive Board.

### **MEMBERS**

Ex officio members:

Chair: Chief Operating Officer's nominee (Director of Campus Operations)<sup>1</sup>  
Pro-Vice-Chancellor, Research and Innovation  
University Secretary and General Counsel  
Head of Internal Audit and Risk  
Director of Estates and Facilities  
Director of Health & Safety  
Director of Human Resources  
Associate Director Student Wellbeing and Disability  
Director of Faculty Operations for each Faculty

Nominated members:

One representative from National Physical Laboratory, appointment on the recommendation of the HS&WC  
One representative from Pirbright Institute, appointment on the recommendation of the HS&WC

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### **In Attendance**

Secretary to the Committee

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### **TERMS OF APPOINTMENT**

Ex-officio members remain a Member for the term of their appointment.

Nominated members shall serve a term of two years and shall be eligible for re-election of one further two year term.

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### **TERMS OF REFERENCE**

#### ***Risk based assurance***

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<sup>1</sup> The COO has formally nominated the Director of Campus Operations to act as Chair with full authority subject to the following restrictions:

1. Not authorized to commit the University to non-budgeted spend;
2. Not authorized to approve where the decision has the potential to generate reputational issues

1. To monitor the health and safety and well-being risk register and satisfy itself that appropriate arrangements are in place to ensure that health and safety and associated risks are identified, assessed and effectively managed.
2. To escalate to Executive Board any health and safety and/or well-being matter which is outside risk appetite and cannot be treated, tolerated or transferred.
3. To review the health and safety audit programme (based upon the University health and safety risk register or areas of concern arising from the compliance dashboard) and monitor progress with addressing the significant findings.
4. To receive and consider the findings of investigations into significant incidents/failures including 'lessons learned', so as to prevent re-occurrence.

***Performance Setting and Monitoring***

5. To make recommendations to the Executive Board for operational targets and objectives, including KPIs and lead indicators, based upon Our Safety Policy Statement and other strategic KPIs and lead indicators.
6. To monitor performance against KPIs and lead indicators and escalate to EB any significant non-performance where this impacts on University level KPIs.
7. To receive items of significance from the Health and Safety Consultative Committee.
8. To receive an annual report and regular reports from the Wellbeing Strategy Group including emerging risks, trends and strategic themes.
9. To receive an annual report and regular reports on staff welfare including emerging risks, trends and strategic themes.
10. To receive an annual assurance report from the Executive Deans and Directors of Professional Services on Health and Safety performance.
11. To monitor and review the adequacy of the University's arrangements for communication, training, consultation and co-operation on health and safety matters.

***Policy Statements and Procedures***

12. To review annually the Our Safety Policy Statement for recommendation to Executive Board (for approval).
13. To approve procedures and other supporting documentation under the Our Safety Policy.

***Projects and Programmes Process***

14. To approve low category projects (using discretion to refer to Executive Board for approval where required).
15. To consider in-year medium and high category project feasibility and business cases for recommendation to Executive Board .

## **PROCEDURES**

### **Quorum**

The quorum for the Compliance (Health, Safety & Wellbeing) Committee shall be half of current members. In the case of an equal vote, the Chair shall have a casting vote.

### **Frequency of Meetings**

Four meetings per year.

### **Reporting Arrangements**

A Health and Safety monthly report is provided to Executive Board members and a Wellbeing dashboard circulated. Health and Safety is a standing item on every Council agenda. The Committee produces a summary report for Executive Board after each meeting.

### **Decision making outside of meetings**

Decisions may exceptionally be taken by Chair's action. At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

The date of the decision shall be the date upon which the Secretary confirms to all members that it has been passed. The Secretary shall be responsible for ensuring that decisions made by email are reported to the next meeting and for retaining an appropriate record.