



# **STAFFING, HEALTH & SAFETY AND THE ENVIRONMENT COMMITTEE REMIT**



**1. Role and Membership**

- 1.1 Albyn Housing Society's Board has overall responsibility fulfilling the Society's responsibilities as an employer and in respect of health and safety. In accordance with the Board's remit and the Society's Rules and Standing Orders, authority for overseeing the effective discharge of the Board's responsibilities in respect of employment and related staffing issues and health & safety issues and compliance has been delegated to the Staffing, Health & Safety and the Environment Committee.
- 1.2 This remit sets out those areas of responsibility that have been delegated to the Committee and identifies those areas where authority is reserved to the Board. In the event of any doubt about the extent of the Committee's authority, the matter should be referred to the Board.
- 1.3 The Staffing, Health & Safety and the Environment Committee will appoint a Chair and Vice-Chair at the first meeting following the Society's AGM. The role of the Chair is described in the Chair's role description that forms part of the Society's Governance Handbook. The Chair may not be either the Chair of the Society or Chair of another AHS committee.
- 1.4 The Staffing, Health & Safety and the Environment Committee will meet four times per year. The Committee will have at least five members, one of whom will be the Chair of the Society. In appointing members to the Staffing, Health & Safety and the Environment Committee, the Board shall have regard to the results of the Society's annual skills audit to ensure that members have the necessary experience to fulfil their role. The Committee may appoint one additional advisor who has specific knowledge and experience that are relevant to the work of the Committee: the advisor may not be appointed as an office bearer and will not have voting rights. The quorum will be three.
- 1.5 The minutes of committee meetings will be presented to the next Board meeting for noting. Any matter that is referred to the Board for approval or decision will be the subject of a separate paper that will be prepared and circulated with the Board papers.
- 1.6 The Committee will be advised and supported by the Chief Executive who will act as principal advisor and will liaise with the Chair over the preparation of the agenda, minutes and papers.

**2. Key Responsibilities: Staffing**

- 2.1 The Chief Executive is responsible for providing advice to the Committee, implementing the terms of the Society's agreed employment policies, practices and budgets and for ensuring that the Society acts as a responsible employer.
- 2.2 The Committee is responsible for advising the Board on the effective discharge of the Society's responsibilities as employer, ensuring compliance with all statutory requirements and for the effective implementation of the Society's agreed terms and conditions and employment practices, policies and procedures. The Committee will represent the Board in all discussions and negotiations with the Staff Consultative Forum.
- 2.3 The Committee will oversee and report to the Board on:
- amendments to the Society's terms and conditions of employment, either as a consequence of legislative change, proposals from EVH, the actions of pensions providers or local negotiation, in accordance with regulatory requirements
  - the financial implications of any changes proposed, in consultation with the Audit and Risk Management Committee
  - the conduct of grievance and disciplinary matters, in accordance with the Society's policies and Standing Orders
  - proposals relating to the Society's staffing complement, including proposals to increase or decrease the staff establishment
  - all matters relating to staff remuneration
  - all matters relating to job evaluation, in consultation with the Audit and Risk Management Committee, where appropriate
  - all matters relating to employer-related accreditations such as Investors in People and Healthy Working Lives
  - the results from the endeavours of any limited life Working Groups the Committee may establish from time to time, and Working Groups may include a minority of co-optees brought in from outwith the Committee's membership
- 2.4 The Committee will approve, monitor and keep under review the Society's policies on recruitment, training and development.

### **3. Key Responsibilities: Health, Safety and the Environment**

3.1 The Committee is responsible for promoting a sensible approach to health, safety and environmental issues throughout Albyn's activities as an employer, client and contractor. The Committee is responsible for implementing and monitoring policy, reporting to and advising the Board on all aspects of the Society's duties and activities in respect of health, safety and the environment, ensuring compliance with all statutory and regulatory requirements and investigating any matters of concern or complaint. The Committee will immediately bring any matter of serious concern to the Board's attention.

3.2 The Committee will oversee and report to the Board on:

- Legislative and regulatory requirements and good practice advice (including emerging case law) in respect of health and safety
- The development and effective implementation of the health and safety strategy and policy
- The conduct of the annual review of health and safety performance
- All accidents reported in accordance with the requirements of the HSE
- All health and safety audits, the management response and the effective implementation of recommendations for change and improvement
- The health and safety implications of changes to corporate and operational policy or strategy and to working practices, where required

3.3 The Committee will be responsible for:

- Monitoring the Accident Book
- Liaising with the Audit and Risk Management Committee to ensure that the Risk Register accurately identifies and assesses health and safety related risks
- Considering training requirements and ensuring the implementation of a programme of regular health and safety training and development
- Reviewing recommendations from the Leadership Team in relation to Health and Safety
- Reviewing and considering data on absenteeism from the Performance Committee and identifying implications for the Health and Safety Policy
- Ensuring that the Society has procedures and policies to deal with environmental issues such as, but not limited to, legionella, asbestos management and fuel spillages.

3.4 The Committee will ensure that its members have adequate training to enable them to fulfil their responsibilities effectively.

#### **4. Terms and Conditions of Employment**

##### 4.1 The Committee will:

- consider and make recommendations to the Board on the terms and conditions of employment for the Society's staff.
- consider and make recommendations to the Board on proposed annual salary amendments and any other staff remuneration matters
- consider and make recommendations to the Board in respect of the Society's contributing obligations for staff pensions
- approve all local holidays and consequent office closures

#### **5. Grievance and Disciplinary Hearings**

5.1 The Committee will oversee the conduct and administration of all grievance and disciplinary hearings.

5.2 Members of the Committee will hear appeals relating to grievance and disciplinary matters in accordance with the Society's procedures and standing orders.

5.3 The Chair of the Board will only be involved in accordance with the Disciplinary Procedure contained in the Statement of Terms and Conditions of Employment.

#### **6. Staff Recruitment**

##### 6.1 The Committee will:

- consider and make recommendations to the Board in respect of the arrangements for the recruitment and selection of the Chief Executive and Directors, in accordance with regulatory requirements
- monitor and keep under review the Society's recruitment policies and practices
- consider reports (at least annually) from the Chief Executive on staff turnover and the Society's recruitment activity

## **7. Staff Support, Training and Development**

### 7.1 The Committee will:

- oversee the Society's Staff Handbook, ensure that it is kept under review and approve any amendments
- approve the arrangements for the ongoing development, support and appraisal of the Society's staff and will consider an annual report from the Chief Executive on the outcome of the staff appraisal process
- oversee the conduct of the Chief Executive's appraisal, in accordance with Albyn's agreed policy and report to the Board on its outcome
- monitor performance in respect of matters such as staff training, sickness and absence and equal opportunities
- oversee all matters relating to employer-related accreditations such as Investors in People and Healthy Working Lives

## **8. Job Evaluation**

8.1 The Committee will oversee the Society's job evaluation framework which was agreed by the Board in 2015.

8.2 The Committee will ensure that all new posts are evaluated appropriately.

## **9. Staff Consultative Forum**

9.1 The Committee will nominate three of its members to the Staff Consultative Forum. The Forum will also contain three staff members. All six members will have voting rights.

## **10. Health, Safety and the Environment**

10.1 The Senior Person Responsible for Health and Safety, the Competent Health and Safety Person, the staff representative, the facility officers for each office and the recognised trade union workplace representative will be invited to attend and participate in this section of each Committee meeting.

10.2 The Committee will consider reports and make recommendations to the Board on health, safety and environmental matters related to Albyn's role as a landlord, including:

- Housing and component design and function
- Access to and security of Albyn's properties
- Support to and contact with tenants and service users

10.3 By means of an Annual Report, the Committee will monitor and advise the Board on the management of health, safety and environmental matters in respect of Albyn's development activities including:

- Site safety and security
- The health and safety records of contractors (including reportable accidents that have occurred in respect of contractors' personnel)
- Ensuring that all tendering and contracting activities are informed by adequate regard of health and safety considerations

10.4 The Committee may commission specialist reviews or investigations to enable it to meet its responsibilities effectively and shall have access to all relevant records and documents.

## **11. Monitoring and Review**

11.1 This remit was reviewed by the Committee at its meeting on 9 May 2017. It was subsequently approved by the Board on 27 June 2017 and cannot be amended without its approval. It will be reviewed not later than June 2020.