



## **Health and Safety Working Group Terms of Reference**

1. The Health and Safety Working Group is constituted to
  - i) Ensure the Council complies with relevant health & safety legislation.
  - ii) Ensure OPC's Health & Safety Policy and other best practises are followed.
  - iii) Checks and makes suggestion to Council for providing and implementing adequate health & safety systems at work.
  - iv) Support the Clerk in their role of "Competent Person", where stated in law and in OPC's Health & Safety Policy.
  
2. In carrying out these functions, the working group
  - i) Has authority to view OPC's health & safety records.
  - ii) Has authority to liaise with third party organisations and contractors.
  - iii) May request and review data from contractors and principal authorities.
  - iv) Through the Clerk, seek professional advice.
  - v) Confirm to Council within 3 months that OPC's health & safety procedures and records are in order and/or make recommendation to improvement.
  - vi) Does not have delegated financial authority, however, the Clerk may liaise with working group members on financial matters which fall under the Clerk's delegated authority.
  
3. General
  - i) All serving Councillors may request to be a member of the group.
  - ii) The minimum membership is two councillors plus support from a member of staff. This is also the quorum for working group meetings.
  - iii) The working group may appoint a Chair.
  - iv) Full Council retains overall responsibility:
    - i. The Working Group must provide regular progress reports to full Council.
    - ii. The Working Group does not have authority to agree or sign any contracts or deeds.
  - v) The Working Group must acknowledge OPC's duty to provide for all demographics within the community and must not discriminate against protected characteristics.
  - vi) Conflicts of Interest - Working Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company/organisation arising from the decisions or recommendations of the group.
  - vii) Data Protection – the Working Group's work must comply with the Data Protection Act and member must have regard to OPC's Data Protection Policies. Documents will be subject to requests for public inspection in accordance with the Freedom of Information Act/Environmental Information Regulations.