

BRIEFING	TO:	Improving Lives Select Commission
	DATE:	17 th June, 2025
	TITLE:	Health, Safety and Welfare Panel Representation
1. Role of the Health, Safety & Welfare Panel		
	<p>The Health, Welfare and Safety Panel provides a regular forum for the Council and its employees to consider matters relating to health, welfare and safety and to provide advice, guidance and recommendations to appropriate Committees or other Council bodies.</p> <p>Objectives of the Panel include:-</p> <ul style="list-style-type: none">• To promote a healthy and safe working environment for all members of staff employed by the Council and to protect the public from any risk of danger that may arise as a result of the Council's activities.• To monitor the welfare arrangements (facilities for eating, drinking, first aid and toilets, etc) provided for employees.• To provide a forum for consultation on proposals put forward by management and by the trades unions.• To recommend changes to the way in which work is performed by the introduction of safe systems of work, procedures and arrangements, including those for the training of staff.• To monitor statistics on accidents, incidents and illness and to recommend action to address key issues which may arise from that information.• To promote greater awareness of health, welfare and safety policies to assist in facilitating improvement in Council performance.	
2. Membership and Request for Member Representation from the Member & Democratic Panel		
	<p>The Panel comprises six Elected Members of the Council to be appointed annually, including Member(s) from:</p> <ul style="list-style-type: none">• Cabinet Member with responsibility for Health, Welfare and Safety.• A member from the Overview and Scrutiny Management Board.• One member from each of the Select Commissions (Scrutiny).• A member from the Members' Training and Development Panel.	
3. Membership and Request for Member Representation from the Member & Democratic Panel		
	<p>The Panel also has representation from the Employees' Side and includes:</p> <ul style="list-style-type: none">• At least three teacher representatives (NASUWT and NEU Trades Unions).	

	<ul style="list-style-type: none"> • A maximum of seven representatives from all other areas of Council work e.g. UNISON, UNITE the Union, GMB.
4. Frequency of Meetings / Visits	
	<p>The Panel shall normally meet four times per year. Additional meetings may be held if the business to be transacted is sufficiently urgent. The meetings scheduled for 2025/26 are:-</p> <p>10th July, 2025 at 2.00 p.m. 9th October, 2025 at 2.00 p.m. 5th February, 2026 at 2.00 p.m. 23rd April, 2026 at 2.00 p.m.</p> <p>Inspection visits by the Panel shall be made on a quarterly basis to various locations throughout the borough. Visits of inspection are scheduled to take place on:-</p> <p>3rd September, 2025 at 8.45 a.m. (from the Town Hall) Other dates to be confirmed</p> <p>Refreshments are available from 8.30 a.m. prior to departure.</p>