



# EASTSUFFOLK

## C O U N C I L

### Housing Health and Safety Board – Terms of Reference

Version 2 – March 2023

For Implementation – March 2023

Review Due – April 2024

Owner – Heather Fisk, Head of Housing

## Purpose of the Housing Health and Safety Board (HHASB)

The HHASB is a strategic leadership forum representing the housing service at East Suffolk Council (ESC). The purpose of the HHASB is to ensure the efficient and effective planning, organisation, implementation, monitoring, audit and review of protective and preventative measures for health, safety and welfare for its Residents and Housing Staff and all those affected by the undertakings of the Council. This includes the strategic monitoring of compliance and ensuring properties meet all the required standards set out in Legislation and / or Guidance.

The aim of the HHASB is to continuously support, develop and monitor a culture of collaboration where concerns, ideas and solutions are freely shared and acted upon, and where the whole workforce is engaged in promoting a healthy and safe environment. This in turn helps the Council to fulfil their legal duties and continuously improve their approach to successful Health, Safety and Compliance management.

The HHASB is a key element supporting the Council's approach to H&S Management by regularly checking that the Council's approach to health and safety is in line with their H&S Policy and to act on the findings to continue to improve performance and raise standards.

The HHASB will actively and robustly monitor the compliance across all its c.4,500 housing stock, to ensure it meets and exceeds expected standards.

Where final decisions or approval are required on H&S matters, these will be taken through the appropriate channels for ESC.

## Role of the HHASB

The role of the HHASB is to:

- Robustly monitor and where appropriate instigate change, to ensure all of the Council's Housing Stock is compliant with the relevant legislation, regulations, standards and guidance.

- Ensure the Council's legal obligations under the Health and Safety at Work etc. Act 1974 and associated regulations or other legislation pertinent to H&S are adequately resourced and fulfilled.
- Set the strategic direction within Housing in relation to health and safety.
- Consider new or updated legislation, guidance or best practice as part of the successful H&S management within the Housing Service.
- Assess risks to the Housing Service and implement proportionate mitigation and risk management practices.
- Ensure competent personnel, irrespective of grade or role, are in the right roles at the right time, and that their skills and knowledge are kept up to date.
- Set and monitor HHASB objectives so that effective H&S protective and preventative arrangements are in place at the right time for those to whom the Council owes a duty of care.
- Hold each other and their peers to account, challenging performance, celebrating success and sharing lessons learned for the benefit of the Council and their working partners.
- Demonstrate visible and genuine commitment to the leadership and communication of H&S matters in their respective roles, leading by example and acting as role models.
- Ensure appropriate financial and other resources are in place to successfully manage H&S within the Housing Service, including the provision of a H&S budget and suitable H&S training.
- Review and where appropriate, approve proposed new H&S policies, procedures or associated safe systems of work, or revisions to existing arrangements within the Housing Service.
- Consider the role of emergency planning for H&S in the context of business continuity, as required.
- Consider and act upon relevant H&S reports, information and legislation from the Health and Safety Executive, industry bodies and local enforcement officers.
- Promote co-operation, information sharing and learning across the Housing Service on all matters related to health, safety or welfare at work;
- Monitor and review the Council's H&S performance management and any emerging trends.

## Membership of the HHASB

The Membership of the HHASB will include:

- Head of Housing (Chair)
- Strategic Director with responsibility for Housing
- Health and Safety Lead for ESC
- Health and Safety Officer for Housing Maintenance
- Strategic Lead - Housing Maintenance
- Commercial Manager – Capital Projects
- Operations Manager – Housing Maintenance
- Strategic Lead – Housing Services
- Strategic Lead - Housing Information and Governance (Reserve Chair)
- Senior Contracts Manager
- ESO (PA) to the Head of Housing, who will provide administrative support
- Building Control Partnership Manager
- Communications Manager (or a delegate)

## Responsibilities of the HHASB

The Head of Housing will act as 'Chair' in the meetings, but if they are unable to attend, the Strategic Lead for Housing Information and Governance will Chair the meeting.

Any member of the HHASB who is unable to attend a meeting, will be expected to send a suitable colleague to substitute on their behalf, who they will need to brief ahead of the meeting, if they have not attended in the last 6 months.

The PA to the Head of Housing will provide assistance with the effective operation of the H&S Board. This includes:

- Circulation of the date, time, venue, agenda and any relevant papers to the HHASB at least five working days before each meeting. It is the responsibility of **all** Colleagues to support the PA to achieve this timeline.
- Producing minutes of all meetings and ensuring they are recorded on the HHASB TEAMS Site

The HHASB, or their nominated substitutes, are expected to:

- Complete their monthly update reports **in advance** of the agenda being issued
- Forward any agenda items or papers to the person providing admin support by their nominated deadline, i.e., **in advance** of the agenda being issued
- Attend all HHASB meetings unless there is a significant reason for absence
- Adequately prepare for each meeting
- Ensure any allocated actions are completed within target time set
- Communicate meeting outcomes

### Frequency of Meetings

Meetings will be held every month, in person, where the previous months compliance performance will be reviewed.

### Review of Terms of Reference

The Terms of Reference (TOR) will be reviewed annually to ensure they accurately reflect the role and purpose of the Board.