



University Health and Wellbeing Sub Committee

Terms of Reference

1. Purpose

The Health and Wellbeing Sub Committee (HAWSC) is a thematic committee of the University Health, Safety and Wellbeing Committee (USHAW). Its remit being to focus on the health and wellbeing of staff; where duties exist through legislation, where it contributes to the University Strategy and also where it promotes a positive health and wellbeing culture for all staff. It will align to a 'whole university' approach to health and wellbeing, by recognising the student wellbeing strategy and direction and connecting shared objectives where appropriate. It will provide a forum for engagement and ensure an annual health and wellbeing plan is in place to deliver on the objectives, monitor performance against the plan and deliver continual improvement.

2. Remit

2.1 Participate in the review and direction of annual plans to review health and wellbeing key issues for staff.

2.2 Monitor and report on health and wellbeing performance of the University; receive such reports as appropriate to review and inform on priority and action planning. These reports will contain relevant data sets for the Committee to perform its remit and measure progress; these will follow sector norms for benchmarking and may include such reports as follows: absence statistics, occupational health management information, counselling provision, exit interview feedback themes (where appropriate), formal case management statistics (where relevant).

2.3 Be advised of the access to and arrangements for suitable professional and/or competent advice as required by current legislation.

2.4 Encourage the sharing of best practice within the University community with regard to health, and wellbeing, and provide a forum for discussion on issues to be promoted.

2.5 Ensure that University senior management is informed via appropriate committee reports with regard to the performance of the University, significant issues and changes in health and wellbeing legislation and practices, which affect the undertaking of the University.

2.6 Be made aware of reports from enforcement authorities as related to the management of health and wellbeing.

2.7 Establish short life focus groups or receive reports from other University committees as necessary for the sub-committee to undertake its purpose.



3. Membership

3.1 The Committee shall be comprised as follows:

- (i) Convener - to be nominated
- (ii) University Stakeholder Representation – 6 colleagues to be nominated
- (iii) 1 Health & Safety Trade Union representative (be nominated by the Joint Unions Liaison Committee (JULC).
- (iv) Co-opted competent and specialist advisers (ex-officio): Director of Health and Safety, Head of Occupational Health, Head of HR, Director of Wellbeing, Director of Sports and Exercise, University Chaplain.
- (v) External representatives NHS-Senior General Practitioner, Health Services Bristo Square.
- (vi) The Committee secretary will be nominated from the Department of Health and Safety.
- (vii) Members of staff will be invited from time to time to present reports to the Committee or as specialist advisers.

3.2 All non-ex officio members of this Committee will be invited to join the Committee by the Convener and will be appointed for a period of three years, renewable up to a normal maximum of two consecutive terms of office.

3.3 Other individuals from within or outwith the University may also be invited by the Convener to attend meetings from time to time to provide the Committee with information on specific items on the agenda.

4. Meetings

4.1 The Committee will meet as required to fulfil its remit three times in the academic session and as scheduled annually.

4.2 Minutes, agendas and papers will normally be circulated to members of the Committee at least five working days in advance of the meeting. Late papers may be circulated up to two days before the meeting. Only in the case of extreme urgency and with the agreement of the Convener will papers be tabled at meetings of the Committee.

4.3 Important matters not on the agenda may be considered at a meeting subject to the agreement of the Convener of the meeting and the majority of members present.

4.4 Papers will indicate the originator/s and purpose of the paper, the matter/s which the Committee is being asked to consider and any action/s required and confirm the status of the paper in respect of freedom of information legislation.

4.5 Six members of the Committee shall be a quorum. This number must include the Convener. Should the Committee meet and not be quorate, minutes will be taken and any decisions will not be ratified until the Committee meets and is quorate.



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4.6 A formal minute will be kept of proceedings and submitted for approval at the next meeting of the Committee. The draft minute will be agreed with the Convener of the Committee prior to circulation and in the case of the absence of the Convener at a meeting the Committee member appointed to act as Convener for the duration of that specific meeting.

4.7 Where necessary the Committee may also function between meetings through correspondence and any decision (s) taken formally ratified at the next meeting of the Committee.

5. Other

5.1 The Committee, will from time to time, undertake a review of its own performance and effectiveness and report changes to the University's Health, Safety and Wellbeing Committee.

5.2 Reports on the key areas reviewed and monitored at each meeting will be available to the subsequent meeting of USHAW Committee as the governance committee.

6. Standards for members

6.1 All Health and Wellbeing Sub Committee members will receive an induction which will include the University's health and safety management systems and be requested to familiarise themselves with the University's Health and Safety Policy and written arrangements.

6.2 All members of the Health and Wellbeing Sub Committee are expected to comply with the University's Code of Conduct as set out in the University's Handbook and declare any interests, which may conflict with their responsibilities as Members of the Health and Wellbeing Committee.

Document version

Version number	Summary of change	Date and by whom
1.0	Original	16/05/2022 – T.Elms
1.1	New web template	01/09/2023 – T. Elms

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