



# HEALTH AND SAFETY WORKING GROUP

## TERMS OF REFERENCE

### 1. Purpose

The Health and Safety Working Group (the "Group") is established by Caistor Town Council (the "Council") to review and assess the proposed Health and Safety Handbook and Health and Safety Policy and the implications of health and safety legislation for the council. The Group shall make recommendations to the full Council on health and safety strategy and operations to ensure compliance with legal requirements and best practices.

### 2. Objectives

The Group shall:

- Review and evaluate the proposed Health and Safety Handbook and Health and Safety Policy.
- Identify any necessary amendments or improvements to these documents.
- Ensure that the policies align with relevant health and safety legislation and best practices.
- Provide recommendations to the full council regarding the adoption, implementation, and ongoing monitoring of health and safety measures.
- Consider any health and safety concerns raised within the council's operations and suggest appropriate solutions.
- Support the development of a proactive health and safety culture within the council.

### 3. Membership

- The Group shall consist of a minimum of three (3) and a maximum of five (5) members, appointed by the council.
- Membership shall include at least one Town Councillor
- External members may be appointed based on relevant expertise and experience in health and safety matters at the direction of full council.
- The Group may invite external advisors or specialists as necessary, subject to Council approval.
- The Clerk and Estates Operative will be considered additional members of the group.

### 4. Chairperson

- The Chairperson shall be elected from within the Group at the first meeting each year.
- The Chairperson will be responsible for facilitating discussions, and reporting to the Council.

### 5. Meetings

- The Group shall meet as required to complete its review and provide timely recommendations to the Council.
- Meetings shall be convened by the clerk, with notice given to all members.

- A quorum shall consist of at least three (3) members (including the Clerk).
- Notes from each meeting shall be recorded and shared with the Council.

## **6. Reporting and Accountability**

- The Group shall report its findings and recommendations to the full Council for consideration and approval.
- The Group does not have decision-making authority but serves as an advisory body.
- Any financial implications arising from recommendations must be referred to the Council for approval.

## **7. Review and Dissolution**

- The effectiveness and necessity of the Group shall be reviewed by the Council annually.
- The Council reserves the right to amend these Terms of Reference or dissolve the Group as needed.

Adopted at a meeting of Caistor Town Council on 13/03/2025

Last Reviewed 14<sup>th</sup> May 2026

Date of next Review – May 2027