

REVISED

# Partnership on Health And Safety in Scotland

## REMIT AND OBJECTIVES FOR THE PARTNERSHIP; TERMS OF REFERENCE AND ARRANGEMENTS FOR THE STEERING COMMITTEE

### Issue

1 The remit and objectives of the Partnership on Health and Safety in Scotland (the Partnership); the terms of reference and role of the central steering committee.

### Recommendation

2 That the committee notes the remit and objectives of the Partnership; discusses its scope; agrees terms of reference for the steering committee and the arrangements for how it will operate.

### Background

3 The conference in February followed agreement between the Health and Safety Commission, Scottish and UK Ministers to the establishment of

*“A forum which, without infringing the reserved status of health and safety legislation, will give a clear focus for health and safety in Scotland, enhance delivery through better integrated intelligence, and offer a mechanism to co-ordinate partnership action and improve communication in line with HSC/E’s strategy [for the whole health and safety system].”*

This established the remit of the Partnership.

4 The purpose of the initiative — as the billing for the conference noted — is: **delivering higher standards of workplace health and safety in Scotland**. It is proposed that this should be a key message alongside promoting its aim as a partnership across reserved and devolved interests and stakeholders within Scotland’s health and safety system.

5 In more detail it was envisaged that such a forum would:

- Examine how the HSC strategy for the health and safety system can be best applied in Scotland.
- Co-ordinate both reserved and devolved powers to most effectively tackle health and safety issues.
- Gather and review information and establish evidence on Scottish accidents and ill health patterns at work. Place this in the context of the wider accident and ill health picture. Agree evidence where possible; establish areas of disagreement, and how these can be resolved. Do the same for enforcement statistics.
- Ensure that action on the strategy in Scotland takes in to account the priorities for Scotland established by the review of the evidence.

These are the objectives for the Partnership.

6 The scope of the Partnership's work was considered at an early stage. HSE took the view that initially the Committee should cover “mainstream” health and safety sectors to manage the number of key stakeholders, and to increase the likelihood of making early progress. Discussion at the conference did however suggest that lessons could be learned from, and best practice shared with, those industries where a licensing or safety case regime applies — for example offshore installations, onshore petro-chemicals and railways. It is recognised that these industries have a high profile in Scotland, and that there are already sectoral health and safety initiatives with which the Partnership could make contact and establish closer links over time.

7 The committee could therefore agree at this stage to establish links with other sector-specific initiatives.

### **The role of the steering committee**

8 Against this background, there was a fair degree of consensus in workshop discussions at the conference that the central steering committee should collectively:

- Decide a programme of priorities for action based on the available evidence
- Receive reports on the evidence including where further research is needed to address gaps in knowledge
- Influence people and relevant bodies to contribute expertise and resources including funding
- Innovate approaches for implementing and managing action on priorities
- Manage the relationship and joint working with the Scottish Centre for Healthy Working Lives
- Report to Ministers through HSC on action taken and its impact

9 The committee is invited to discuss and agree its terms of reference.

10 Individual steering committee members' role therefore could be to:

- engage the broadest range of people and organisations with their constituency in the work of the Partnership
- consult and communicate with their constituency interest via existing networks and structures, creating new ones where necessary
- act as a spokesperson and champion for Partnership
- propose and develop ideas and issues for action supported by evidence

11. The committee is invited to discuss and agree their individual roles.

### **Meetings and secretariat**

12 Meetings of the full steering committee will take place at least three times a year, as availability, allows in February, June and November and will usually last half a day. The committee may agree however to make one of these meetings a full day on a residential basis.

13 Meetings will normally be closed but the committee might want to consider advertising and holding an open meeting from time to time.

14 Correspondence from the secretariat will always be conducted by e-mail. This may include seeking views on matters of policy and decision-making that does not require a face-to-face discussion.

15 All papers and minutes will be open and published on the HSE website unless the committee agrees otherwise.

16 For the first year at least, the secretariat will be provided by the HSE Director's Office, Scotland. In due course, this will be reviewed to assess the benefits of sharing the function with other participating organisations.

17 The committee is invited to discuss and agree these arrangements.

**Action**

18 To discuss and agree, as above.