

BURY METROPOLITAN BOROUGH

HEALTH AND SAFETY JOINT CONSULTATIVE COMMITTEE

A. CONSTITUTION AND FUNCTIONS

1. Title

The Committee shall be called The Health and Safety Joint Consultative Committee.

2. Representation

- (a) The Health and Safety Joint Consultative Committee shall consist of Elected Members of the Bury Metropolitan Borough Council appointed by the Council and an equal number of members to be appointed from the recognised Staff Organisations.
- (b) If a member of the Health and Safety Joint Consultative Committee ceases to be a member or an officer of the Council he/she shall there upon cease to be a member of the Health and Safety Joint Consultative Committee. Any member vacancy shall be filled by the Council and any employee vacancy by the organisation.
- (c) If any member of the Health and Safety Joint Consultative Committee is unable to attend a meeting of the Committee he/she shall be permitted to appoint a Deputy to attend in his/her place. The Deputy must be a Member or employee of the Council as the case may be.
- (d) With the approval of the Chair and the Deputy Chair either side may invite to a meeting of the Health and Safety Joint Consultative Committee one additional representative by reason of his expert knowledge of the matters to be discussed but such additional representation shall not have power to vote.

3. Chair and Deputy Chair

The Chair and Deputy Chair shall be appointed by the Health and Safety Joint Consultative Committee at their first meeting in each municipal year, and shall hold office until the first meeting in the following municipal year. If the Chair appointed be a Member of the Council, the Deputy Chair shall be appointed from the Staff Organisations side and vice versa. The Chair of a meeting shall not have a casting vote. The Chair will alternate between the Member side and Staff Organisations side on an annual basis.

4. Employees

Bury MBC will facilitate meetings of the Health and Safety Joint Consultative Committee and shall appoint a secretary and other officers as necessary to service and advise the Committee.

5. Functions

The functions of the Health and Safety Joint Consultative Committee shall be:

- (a) to establish a regular method of keeping under review the measures taken to ensure health and safety at work of the Councils employees, contractors and members of the public.
No question relating to any particular officer shall be within the scope of the Committee.
- (b) to consider any relevant matter referred to it by the Council, Joint Consultative Committees or by any of the staff organisations.
- (c) to make recommendations to the Employment Panel/Council on Occupational Health and Safety and Welfare matters.
- (d) to discharge any other functions specifically assigned to the Health and Safety Joint Consultative Committee.

B. RULES AND REGULATIONS

- 1. The Health and Safety Joint Consultative Committee shall meet as and when required.
- 2. The Chair or Deputy Chair may direct the Secretary to call a meeting at any time. A meeting shall be called within seven days of the receipt of a requisition signed by not less than one-third of the members of either side.
- 3. The matters to be discussed at any meeting of the Health and Safety Joint Consultative Committee shall be stated upon the notice summoning the meeting, provided that any other business may be considered if submitted by a majority vote of those present at such meeting.
- 4. A quorum of the Health and Safety Joint Consultative Committee shall be two representatives of each side.
- 5. No resolution shall be regarded as carried unless it has been approved by a majority of each side present at the meeting.
- 6. The minutes of the Health and Safety Joint Consultative Committee shall be signed by the Chair and the Deputy Chair. Any recommendation of the Committee shall be submitted to the appropriate Council/Committee/Panel or officer.

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