



8 January 2019, 1400 in the UBS Meeting Room, Greenwich House

Present: Mr R Borthwick, Ms S Foreman, Ms N Getman, Mr J Hulme, Mr T Jones,
Ms C Leonard, Mr S Matthews and Dr M Vinnell

In attendance: Mrs S Boggie.

1. Apologies

Apologies received from: .Mrs A Eccles and Dr M Glendenning.

2. Remit and Terms of Reference for this new Sub-committee

Information was circulated: Assurance, Governance & Management – proposed structures as a result of the compliance programme identified in 2018.

1st slide: The proposed structures showed how the committee structure would work.

2nd slide: How Estate Safety Operations Group (ESOG) would interact with the Sub-committee, it was agreed that small reports from the different sections of ESOG would be submitted to the Sub-committee and there would also be regular updates on compliance, similar to those that are submitted to the Buildings Committee.

3rd slide: shows the new Audit and Compliance Unit within the Division of Health, Safety & Regulated Facilities – the new roles within this Unit will be looked at in due course.

Ms Foreman noted that a request is being made to the Planning & Resources Committee that meets on 6 February at which time extra resources will be confirmed.

This Sub-committee (for Estate Safety) will replace the Sub-committee for Fire Safety Compliance, which will be one of a number of items that report into this new Sub-committee. As with the other Sub-committees, documents/information will be worked on/reported at the Sub-committee and will go through the Consultative Committee for Safety and to the Health & Safety Executive Committee for ratification.

The agenda will initially be generic and will evolve over time with the main topics being: fire, asbestos, water hygiene but issues such as projects ie the farm and food safety are expected to be included. This will ensure there are no gaps and the compliance programme is up to date and that all items have been reported.

There are 84 areas of estate compliance and these fall into 11 main topics. The HS&RF audit programme will be able to confirm both Estates actions and department actions, departmental responsibilities and a way to move forward.

Sarah Foreman noted that the Service Level Agreement is to be completed by the 2nd quarter of next year.



3. Any other Business

Sarah Foreman to confirm the ToR and membership to be presented to CCFS and HSEC, with the first full meeting being held in April.

In the first instance Martin Vinnell will be the Secretary of this Sub-committee and secretariat provided by the Safety Office. The Safety Office will contact the Schools and those listed on the membership to invite members and/or nominations.

A report of fire related incidents and those that are sent to EM will be provided to the Sub-committee and future decisions on items to be reported will be refined in due course.

4. Date of next Meeting

It was agreed to hold this meeting on the date which was originally set aside for the Sub-committee for Fire Safety:

Wednesday 3 April, 1400, Cairo Meeting Room