



ODA Safety Health and Environment Committee Standing Orders & Terms of Reference

Constitution and Membership

1. The Safety Health and Environment Committee shall be constituted, and its membership determined, by resolution of the Board which shall appoint the Chairman of the Committee ("the Chairman"). The Committee shall comprise three members of the Board and one external member. The external member will be appointed by the ODA Board subject to the consent of the Minister for the Olympics for a period as agreed by the ODA Board but not to exceed an initial term of 3 years.
2. At a meeting of the Board on 25 October 2007 it was resolved that a Safety, Health and Environment Committee be established. The Board members of the Committee were agreed at a meeting of the Board on 25 October 2007 to be Barry Camfield, Stephen Duckworth and Peter Mason. Peter Mason was replaced by David Fison in January 2009.
3. The membership of the committee can be amended by the Board.
4. The Safety Health and Environment Committee will be chaired by Stephen Duckworth.
5. The Safety Health and Environment Committee will be provided with a secretarial function by the Board Secretariat.

Meetings

6. The Committee shall meet at least four times a year, or as additionally required and shall convene at such times & places as the Board or Committee shall from time to time determine.
7. The Chairman may convene or request the Secretary to convene a meeting at any time.
8. At a meeting the Chairman shall preside. If the Chairman is absent the committee members in attendance shall choose one of their number to preside as Deputy Chairman.
9. The quorum for meetings shall be 3 Committee members

10. The provisions of paragraph 28 of Standing Order 1 shall apply to meetings and proceedings of the Safety Health and Environment Committee.
11. The Chief Executive as Accounting Officer may attend meetings of the Committee, together with the Head of Health and Safety, the ODA Environment Manager and the Director of Construction and other Directors as appropriate. Board Members who are not members of the Committee shall be entitled to attend, but not vote at, meetings of the Committee. Other Officers may attend meetings at the direction, or invitation of the Chairman. The SHE Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters.

Authority

12. The SHE Committee is a committee of the Board. It is authorised by the Board to satisfy itself on all matters within its terms of reference, investigate any activity within these terms of reference and to seek any information it requires from staff, who are directed to cooperate with the Committee.
13. The Committee is authorised by the Board to obtain, at the ODA's expense, and on such terms as the Committee may think fit, outside legal or other independent professional advice and secure the attendance at its meetings of outsiders with relevant experience and expertise if it considers this necessary, but such persons shall not be members of the Committee.

Terms of Reference

Functions

The Committee has two prime functions based on the ODA's commitments to achieve high performance in preventing accidents and ill health, promoting well being and protecting the environment:

- i. To review the Health, Safety and Environment Standard and incorporated policies; to ensure that they remain in the forefront of industry best practice;
- ii. To review the implementation of those policies to ensure that they are in line with corporate governance and industry best practice, including as a minimum legal compliance.

Duties

The Committee has the following duties:

- i. To receive and consider a quarterly overview of health and safety performance and activities across the programme; to include reports on performance against targets, programmes, initiatives, health and safety risk management; and to report to the Board at its next meeting;
- ii. To receive and consider a quarterly overview of environmental management performance and activities across the programme; to

include reports on performance against targets, programmes, initiatives, environmental risk management; and to report to the Board at its next meeting;

- iii. To assist the Board in ensuring that the ODA sets appropriate targets and is adopting appropriate strategies to meet them in relation to health, safety and the management of the environment;
- iv. To recommend to the Board any additional or amended actions or initiatives that may be required and should be considered, in order to maintain high standards in relation to health, safety and the management of the environment;
- v. To review the ODA resources devoted to implementing the relevant policies and meeting the health, safety and environment targets, and report appropriately to the Board.

It should be noted that the ODA has responsibility for all works on the Olympic Park and those projects off the park where it is the sole Employer such as Broxbourne, Eton Dorney and (with some input from SWRDA) at Weymouth. For IBC/MPC and the Olympic Village which were Developer projects where the ODA was providing some of the funds and therefore had minimal client responsibility the position has now changed as both these projects are fully funded by the ODA and therefore are now ODA's responsibility. Details are set out in the table attached at Appendix 1. For other works where ODA is providing funds and can exercise influence such as the work at Stratford regional station, see also Appendix 1. The works undertaken by Westfield on the Stratford City site, while adjacent to the Olympic park and therefore having interfaces with the ODA works, are the sole responsibility of Westfield.

Information Requirements

14. The Safety, Health and Environment Committee will be provided with any additional and supplementary (to the quarterly reports) information as necessary to enable members to properly discharge its duties.

Amendment

15. The above terms of reference may be altered and amended from time to time by express resolution of the Board of which notice shall have been given in the meeting notice at which they are proposed.