

**SWANSEA UNIVERSITY  
PRIFYSGOL ABERTAWE**

Minutes of a meeting of the  
**CORPORATE RESPONSIBILITY COMMITTEE**  
held on 9<sup>th</sup> July 2020

Cofnodion cyfarfod y  
**PWYLLGOR CYFRIFOLDEB CORFFORAETHOL**  
a gynhaliwyd 9<sup>fed</sup> o Gorffennaf 2020

**Present:** Greg Ducie (Chair); Dr Heidi Smith (Head of Sustainability); Louise Nowell (Head of H&S); Andy Walters (Business Continuity & Resilience Officer); Gareth Evans (Union Representative); Simon Davies (Risk Manager); Prof. Mike Charlton (Chair of Radiation Sub-Committee); William Walker (UCU – Union Representative); Dr Joel Loveridge (Chair of Biological Hazards and GMO Sub-Committee);  
**Yn bresennol:**

**In Attendance:** Louise Church (Acting Secretary);

**Yn gweini:**

**Apologies:** None received

**Ymddiheuriadau:**

**1. CONSTITUTIONAL ISSUES (annually at first meeting of the academic session)**

**1.1 To review the Terms of Reference of the Committee (paper P1920-370 attached).**

The Chair of the Ionising Radiation Sub-Committee suggested the terms of reference should take account of the non-ionising radiation sub-committee.

**IT WAS AGREED** that the terms of reference be adopted by the Committee.

**1.2 To review the constitution and membership of the Committee (paper P1920-370 attached).**

The Committee reviewed the constitution and membership of the Committee.

**IT WAS AGREED** that the constitution and membership of the Committee is suitable.

**1.3 To review the gender balance of the Committee, actions taken during the previous year and any progress made towards achieving a more equitable gender balance of members.**

The discussion concluded that the Committee is committed to achieving a gender balance.

**1.4 To receive a statement from the Committee Secretary regarding the publication of the names of committee members.**

'Members should be aware that minutes from this Committee will be placed on the University's intranet. Use of names in the body of the minutes will be kept to a minimum, but the names of members present or tending apologies will be listed. Any member with concerns about this matter should contact the Deputy Director of Governance Services.'

**ACTION: All to note**

**2. TO CONFIRM THE MINUTES OF THE MEETING HELD ON 18<sup>th</sup> JULY 2019**

The minutes of the meeting held on 9<sup>th</sup> October 2019 were **CONFIRMED**.

**3. MATTERS ARISING**

**4. CHAIR'S BUSINESS**

The Chair stated it was his first meeting and he would like the meeting and discussion to be short and concise, as due to current circumstances people are required to attend many Zoom meetings and they can sometimes be long. He outlined the expectation for all committee members to read papers in advance of the meeting and for discussions around papers to be pertinent, relevant to the agenda item and concise. He added there is no need to wait until quarterly meetings to raise items as they can be dealt with via interim round robin meetings.

**SECTION A – Issues for decision**

**ADRAN A – Materion i'w trafod**

**5. CORPORATE RESPONSIBILITY RISK REGISTER**

The Chair asked the University Risk Manager and Business Continuity & Emergency Management Officer to take responsibility for the agenda item and to highlight key issues at each meeting.

**Action: SD & AW**

The Head of H&S explained that the agenda item is an historical one from previous meetings. Whilst the Colleges/PSUs are required to have their own risk registers, there hasn't been an official risk register from the sub-committees. She agreed to provide the current risk register to the University Risk Manager and Business Continuity & Emergency Management Officer.

**Action: LN**

**6. PART 2 – HEALTH & SAFETY POLICY (P1819-1369)**

The Committee **NOTED** the paper circulated.

Extensive consultation on the draft policy has taken place across a range of stakeholders in the University. The Head of H&S explained some changes had been made to the draft which included removing the RACI matrix. She will also add a section on occupational health as many of their activities overlap with the H&S team. The final version is now ready to send to SMT and council for approval and the intention of for the paper to go to them within the next two weeks.

**IT WAS AGREED** the draft H&S policy should be endorsed by the Committee and go to SMT and Council for approval.

**Action: LN**

## **SECTION B – Issues for adoption or approval without discussion**

### **ADRAN B – Eitemau i'w mabwysiadu neu i'w cymeradwyo heb drafodaeth**

#### **7. TO ADOPT THE MINUTES OF BIOLOGICAL & GMO SUB-COMMITTEE HELD ON 3<sup>rd</sup> JULY 2019 (P1920-374), 4<sup>th</sup> December 2019 (P1920-631)**

The minutes from the last meeting of the Sub-Committee, held on 3<sup>rd</sup> July 2019 and 4<sup>th</sup> December 2019 were **ADOPTED**.

#### **8. TO ADOPT THE MINUTES OF IONISING RADIATION SUB-COMMITTEE HELD ON 10<sup>th</sup> JULY 2019 (P1920-373), 9<sup>th</sup> October 2019 (P1920-1285)**

The minutes from the last meeting of the Sub-Committee, held on 10<sup>th</sup> July 2019 and 9<sup>th</sup> October 2019 were **ADOPTED**.

#### **9. TO ADOPT THE MINUTES OF CHEMICAL SUB-COMMITTEE HELD ON 16<sup>th</sup> OCTOBER 2019**

The minutes from the last meeting of the Sub-Committee, held on 16<sup>th</sup> October 2019 were **ADOPTED**.

The Head of H&S informed the committee of a vacancy for the Chair of the sub-committee. Action for the appointment of a new Chair sits with the H&S team to progress.

**Action: LN**

The Chair requested that all sub-committees ensure they are up and running and meetings planned in the summer are conducted as part of the management of reoccupying the campus.

**Action: MC, JL, LN**

## **SECTION C – Information Items**

### **ADRAN C – Eitemau Gwybodaeth**

- #### **10. ISO14001 Environmental Management System Review 2018-19 (HS)**
- **Cover Report ISO14001 (P1920-625)**
  - **ISO14001 Management Review 18-19 (P1920-626)**

- **ISO14001 Management Review Annex i Sustainability Policy (P1920-627)**
- **ISO14001 Management Review Annex ii Performance 18-19 (P1920-628)**
- **ISO14001 Management Review Annex iii O and T (P1920-629)**

The Head of Sustainability outlined that following the annual external management system audit a management review is produced and the Committee has sight of precis of last year's performance. The Sustainability policy is reviewed as part of the management review and objectives set for the coming year. She explained that many of the objectives will not be fulfilled due to the pandemic. At the next external audit there will be a need to retrospectively explain why they were not achieved. She noted some discrepancies within the documentation which she will amend. A discussion about signing the policy took place and it was agreed the Head of Sustainability should send the policy to the Vice-Chancellor directly to sign and copy in the Chair of the Committee.

**Action: HS**

- 11. COVID-19 arrangements**
- 12. Legionella update**
- 13. Radiation Management System**
- 14. WORK PLACEMENT ARRANGEMENTS (P1920-382)**
- 15. BIOLOGICAL SAFETY ARRANGEMENTS (P1819-1377)**
- 16. GENETICALLY MODIFIED ORGANISMS ARRANGEMENTS (P1819-1378)**
- 17. CORRESPONDENCE**
- 18. OTHER BUSINESS**
- 19. DATE OF NEXT MEETING**

None

New academic year meeting dates will be circulated as soon as possible.

**SECTION D – Restricted Items**  
**ADRAN D – Eitemau Cyfyngedig**

- 17. RESERVED BUSINESS**

None