

ASBESTOS MANAGEMENT IN SCHOOLS WORKING GROUP TERMS OF REFERENCE

1. Background

The purpose of the Asbestos Management in Schools Working Group is to ensure that Welsh policy and guidance in this field remains current and appropriate for schools in Wales, and also to review the new approach being implemented in England.

2. Duty and Responsibilities

The Group will ensure that the policy for Asbestos Management in Schools in Wales is regularly reviewed. When necessary the group will update guidance so that it remains robust for schools in Wales. The Group will also periodically review approaches in England and where appropriate, make recommendations for adoption in Wales.

The specific functions of the Group are:

- review the current guidance for Asbestos Management in Schools and update when and if required;
- review and discuss the ongoing work of the English government in the Asbestos Management in Schools field; and
- make recommendations where appropriate for new policy strands in this field.

3. Governance

The Working Group will be chaired by the Programme Director for 21st Century Schools and Education Programme. The Welsh Government reserves the right to deputise other Working Group members where appropriate.

4. Frequency of assessments/meetings

The group will meet regularly (quarterly) to discuss current guidance for Wales and review ongoing work/approaches in the Asbestos Management in Schools field.

5. Working Group Membership

Members of working group will be expected to:

- Offer their views, and those of their representative organisations, on issues relating to all aspects of Asbestos Management in Schools;
- Contribute to discussion on current guidance in Wales, and new approaches in England, along with appropriate recommendations where required; and
- Provide feedback to and from their representative body on the work of the working group, which respect to promotion of current policy and available guidance.

Members will be nominated by their representative organisation based on their ability to represent their organisation. The working group will comprise the following sector representation:

Assessor	Policy Area
HM Principal Inspector of Health and Safety	Operational Policy, HSE Wales
Team leader, Public Administration and Education team	Public Health Unit, HSE Wales
Policy Advisor, Asbestos Policy	Health and Chemicals Division, HSE

and Delivery	Wales
Health Protection Team representative	NHS Wales
Environment Health Senior Policy Official	Welsh Government, Public Health (advisory capacity)
Policy Lead	Welsh Government, 21 st Century Schools and Education Programme
Programme Director	Welsh Government, 21 st Century Schools and Education Programme
Head of Capital Funding	Welsh Government, 21 st Century Schools and Education Programme

Members will have regard for The Seven Principles of Public Life (**The Nolan Principles**):

- **Selflessness**
Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits themselves, their family, or their friends.
- **Integrity**
Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- **Objectivity**
In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability**
Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness**
Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- **Honesty**
Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership**
Holders of public office should promote and support these principles by leadership and examples.

6. Termination of Working Group Membership

Membership of the working group is terminable by either party, in appropriate circumstances. A breach of any of the terms of the Constitution, including the Seven Principles of Public Life, will be considered an appropriate circumstance for the termination of membership.

7. Quorum

The Asbestos Management in Schools working group shall be quorate when four members representing all stakeholder groups, are present.

If less than four members are present, the business may still take place. Decisions will only be made subject to the receipt of written assessment of those group members who are not present.

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