

Terms of Reference: West Suffolk Joint Health and Safety Panel

1. Overview

- 1.1 The Panel's membership will be drawn from Councillors and staff of both Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC).
- 1.2 The Panel will consider both authorities' health and safety arrangements and provide guidance to support the development of executive action by officers of both authorities, including policy guidance.
- 1.3 To provide a group of Members who can develop an enhanced level of understanding of health and safety matters.
- 1.4 To make recommendations to the Cabinets of both authorities about policies and actions required to develop and maintain effective health and safety arrangements.

2. Constitution

- 2.1 The Joint Health and Safety Panel shall comprise 12 Members. Three Councillors from both Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC), to be the 'employers' side. Also three members of staff from each authority, the 'employees' side.
- 2.2 A substitute Member from each of the four constituencies shall be permitted.
- 2.3 It shall be the Health and Safety Manager's duty to attend and advise the Panel.
- 2.4 The Panel shall appoint a Chairman and Vice-Chairman from its members. When the Chairman is a Member of one side of the Panel, the Vice-Chairman shall be a Member of the other side.
- 2.5 The Panel may invite attendance of any person whose particular knowledge or experience may assist the Panel in its considerations. Such attendance shall be in a consultative capacity and only for the period during which the relevant subject is under consideration.

3. Terms of Reference

- 3.1 The Panel shall keep under review all matters relating to the health, safety and welfare of the Councils' employees, and to the protection of other persons against risks arising out of the work activities of the employees and of persons working under contract.
- 3.2 To review and monitor the Joint Health and Safety Policy and recommend amendments to the Cabinet of both authorities.
- 3.3 Without prejudice to the foregoing terms, items for particular consideration may include:-
- (a) the study of accidents and diseases, and in particular those notifiable to the Health and Safety Executive;
 - (b) considering and making recommendations in respect of items submitted by the staff Joint Health and Safety Group;
 - (c) consideration of reports and information from the Inspectors of the Health and Safety Executive;
 - (d) consideration of reports submitted by Safety Representatives;
 - (e) noting the development of safety procedures and safe systems of work;
 - (f) recommending and monitoring the effectiveness of employee safety training;
 - (g) the presentation of publicity on safety matters; and
 - (h) inspecting or arranging for an inspection of any particular area or activity.

4. Arrangements and Procedures

- 4.1 Meetings shall normally be held three times a year but, exceptionally, the Chairman may decide, after consultation with the Health and Safety Manager, to convene an extraordinary meeting at any time or to cancel a scheduled meeting due to lack of business to transact. Meetings to alternate between a venue in SEBC and FHDC or as agreed by the Panel.
- 4.2 Agendas shall be prepared by the Committee Services Section, after discussion with the Health and Safety Manager, and shall be circulated at least five days before the meeting.
- 4.3 The quorum for the Joint Safety Panel shall be four, comprising at least two employee representatives, one from each authority, and two Members, one from each authority.
- 4.4 Voting shall be by a show of hands and simple majority.
- 4.5 The report from the Joint Safety Panel to the respective Cabinets shall be by way of presentation of the minutes or in a format agreed by the Cabinet.