



## Cabinet 28 March 2012

### Recommendations from the Central Safety Working Party: 26 March 2012 (Apr12/09)

*Cabinet Member: Cllr David Ray*

*Chairman of the Working Party:*

*Cllr Jim Thorndyke*

**1. Joint Health and Safety Policy: New Instruction on Event Safety  
(Report C409)**

***RECOMMENDED:-***

***That, subject to the approval of full Council, the new Instruction 32 relating to Event Safety, as detailed in Appendix A to Report C409, be incorporated into the Joint Health and Safety Policy.***

A new instruction has been produced for incorporation into the Joint Health and Safety Policy relating to Event Safety, which comprises the following 4 parts. These were attached as Appendix A to Report C409.

- (a) Instruction 32 : Event Safety;
- (b) Annex R : A Guide to Organising an Event;
- (c) Annex S : Example of a Safety Plan; and
- (d) Annex T : Notification of an Event.

**2. Terms of Reference: West Suffolk Joint Health and Safety Panel  
(Agenda Item 8 and Report C410)**

***RECOMMENDED:- That,***

***subject to the agreement of the appropriate decision making body at Forest Heath District Council:-***

- (1) a West Suffolk Joint Health and Safety Panel be formed with Forest Heath District Council based on the Terms of Reference (ToR) detailed in Report C410, as amended to delete reference to 'The employee representative elected to be Chairman or Vice-Chairman shall act as Secretary to the employees' side for the agreeing of minutes', from Section 2.4 of the proposed ToR;***

- (2) *the Head of Legal and Democratic Services be authorised to appoint Councillors to the West Suffolk Joint Health and Safety Panel on the nomination of Group Leaders and staff be nominated by the Joint Health and Safety Group; and*
- (3) *the Borough Council's Central Safety Working Party be disbanded on the formation of the new West Suffolk Joint Health and Safety Panel.*

Following the Cabinet's previous decision taken on 25 May 2011 to explore the merging of the Borough Council's Central Safety Working Party with the equivalent body at Forest Heath District Council (FHDC) (minute 5(4) refers), the Working Party recommended to the Cabinet on 10 October 2011:-

*'That, investigations be undertaken to progress the amalgamation of the Borough Council's Central Safety Working Party with the equivalent body at Forest Heath District Council and for terms of reference for the single group to be presented to the next meeting of the Working Party on 20 February 2012.'*

This recommendation was subsequently approved by the Cabinet (minute 56(b) refers).

The meeting arranged for 20 February 2012 was cancelled, therefore the proposed Terms of Reference (ToR) for a single group were considered on 26 March 2012.

On 19 March 2012, FHDC's Safety Working Group had provisionally considered the ToR and had suggested the deletion of a sentence contained in Section 2.4 of the ToR. This suggestion was agreed by SEBC's Central Safety Working Party and is detailed in Recommendation (1) above.

### **3. Exercise of Chief Executive's Urgency Powers: Temporary Substitute Member**

In accordance with the Scheme of Delegation to Officers Section C(a) in Part 3, Responsibility for Functions, of the Council's Constitution, the Chief Executive appointed John Smithson, Parks Development Manager, as a temporary substitute for Damien Parker, Parks Manager, to attend as an employee representative at the meeting of the Central Safety Working Party on 26 March 2012 in order that the employees' side was fully represented and that issues concerning Nowton Park and the new Visitors' Centre could be addressed.

The Cabinet is requested to **NOTE** the use of the Chief Executive's Urgency Powers.