

Enquiries regarding this Agenda:
David Long (01284) 757120

West Suffolk Joint Health and Safety Panel

**Tuesday 30 October 2012 at 4.00 pm
in Room GFR13, West Suffolk House, Western Way, Bury St Edmunds**

CONSTITUTION: Chairman: To be elected
Vice Chairman: To be appointed

Employers' Side

| | |
|---------------------------------|---------------------------------|
| <u>Forest Heath</u> (3) | <u>St Edmundsbury</u> (3) |
| Mrs Burt Drummond Simmons | McManus Redhead F J Warby |

SUBSTITUTES:

| | |
|-------------------------|---------------------------|
| <u>Forest Heath</u> (1) | <u>St Edmundsbury</u> (1) |
| McGhee | Ager |

Employees' Side

| | |
|------------------------------------------|--------------------------------------------|
| <u>Forest Heath</u> (3) | <u>St Edmundsbury</u> (3) |
| Mr D Cowley Mr I Shipp Ms J Wright | Mr N Dulieu Mr T Edwards Mr D Parker |

SUBSTITUTES:

| | |
|-------------------------|---------------------------|
| <u>Forest Heath</u> (1) | <u>St Edmundsbury</u> (1) |
| Vacancy | Vacancy |

QUORUM: Four – to comprise:-
two employee representatives, one from each authority; and
two employer representatives, one from each authority

Please switch off mobile communication devices during the meeting, unless exceptional circumstances require otherwise

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Agenda

1. Substitutes

Any Member who is substituting for another Member should so indicate together with the name of the relevant absent Member.

2. Election of Chairman and Appointment of Vice-Chairman

The approved Terms of Reference for the West Suffolk Joint Health and Safety Panel requires that if the Chairman is a representative of the Employers' side, the Vice-Chairman should be a representative of the Employees' side, and vice-versa.

The Panel is requested to **ELECT** a Chairman and **APPOINT** a Vice-Chairman in accordance with this arrangement.

3. Apologies for Absence

4. Declarations of Interest

Members are reminded of their responsibility to declare any pecuniary or local non-pecuniary interest which they have in any item of business on the Agenda ***no later than when that item is reached*** and, when appropriate, to leave the meeting prior to discussion and voting on the item.

Part 1 – Public

5. Terms of Reference

The Panel's Terms of Reference were approved by the Cabinets of St Edmundsbury Borough Council on 28 March 2012 and Forest Heath District Council on 29 May 2012. As this is the first meeting of the Panel it is requested to **REVIEW** Terms of Reference, attached as Paper **D171** and to make any recommendations to respective Cabinets if considered appropriate.

6. Minutes: Joint Health and Safety Group

To receive and note the minutes of the meeting of the Joint Health and Safety Group held on 10 May 2012.

Report **D172** attached.

7. Employee Accidents and Accidents Involving Members of the Public 2011/2012: Summary

Report **D173** attached.

8. Employee Accidents and Accidents Involving Members of the Public 1 April 2012 to 30 September 2012: Summary

Report **D174** attached.

9. Joint Health and Safety Policy - Revised Instruction 3 – Accidents, Near Misses, Ill Health and Dangerous Occurrences Reporting

Report **D175** attached.

10. Health and Safety Executive: Fee for Intervention (FFI) Cost Recovery Scheme

Report **D176** attached.

11. Christmas Fayre, Bury St Edmunds

Health and Safety Manager to give an oral report.

12. Drug and Alcohol Testing

Health and Safety Manager to give an oral report.

13. Health and Safety Update

Health and Safety Manager to give an oral report.

14. Dates of Future Meetings

The approved Terms of Reference requires that normally the Panel should meet three times a year and that venues for meetings shall rotate. The following are suggested dates for future meetings: -

Monday 18 February 2013 at 4.00 pm at Forest Heath District Council Offices; and

Monday 17 June 2013 at 2.00 pm at West Suffolk House.

The Panel is requested to **CONFIRM** these dates, venues and times for future meetings.

Part 2 – Private

NONE