

Enquiries regarding this Agenda:
Adriana Stapleton (01284) 757613

West Suffolk Joint Health and Safety Panel

**Monday 17 June 2013 at 2.00 pm
in the Collections Study Building at West Stow Anglo-Saxon Village**

****Please NOTE the venue for this meeting and that a tour of the site will take place prior to the meeting. Please meet at the Collections Study Building at 1.30 pm and wear appropriate footwear in the event of inclement weather****

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	Chung 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 S Batey Ms J Wright	Mr L Alexander Mr D Green Mr T Edwards

SUBSTITUTES:

<u>Forest Heath</u> (1)	<u>St Edmundsbury</u> (1)
Vacancy	Mr J Baldwin

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

WHILST THESE AGENDA PAPERS ARE NOT COVERED BY THE ACCESS TO INFORMATION ACT, THOSE ITEMS WHICH ARE REGARDED AS CONTAINING EXEMPT/CONFIDENTIAL INFORMATION ARE PRINTED ON BLUE PAPER FOR CLARIFICATION PURPOSES AND MEMBERS OF THE PANEL ARE REQUESTED TO TREAT THEM ACCORDINGLY

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 2013/2014

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. Minutes

To confirm the minutes of the meeting held 18 February 2013 (attached).

5. 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

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 2013.

Report **E28** attached.

7. Employee Accidents and Accidents Involving Members of the Public: 1 April 2012 to 31 March 2013: Summary

Report **E29** attached.

8. Joint Health and Safety Policy

The Health and Safety Manager will provide an oral report.

9. Health and Safety Training

The Health and Safety Manager will provide an oral report.

10. Drug and Alcohol Testing

The Health and Safety Manager will provide an oral report.

11. Health and Safety: Update

The Health and Safety Manager will provide an oral report.

12. Dates of Future Meeting

The Panel is requested to **APPROVE** the following dates for future meetings:

21 October 2013 at 4.00 pm at SEBC Offices;
24 February 2014 at 4.00 pm at FHDC Offices; and
16 June 2014 at 2.00 pm at SEBC Offices.

All meetings are on Mondays. Alternative venues may be agreed as the date of the meeting approaches.

Part 2 – Private

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