

Enquiries regarding this Agenda:
Fiona Osman (01284) 757105

West Suffolk Joint Health and Safety Panel

**Monday 21 October 2013 at 4.00 pm
in GFR14, West Suffolk House, Bury St Edmunds**

CONSTITUTION: Chairman: Councillor D Redhead
Vice-Chairman: Mr L Alexander

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 P Goodspeed Mr N Wyatt	Mr P Clifford Mr D Green Mr D Parker

SUBSTITUTES:

<u>Forest Heath</u> (1)	<u>St Edmundsbury</u> (1)
Mr I Shipp	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. Apologies for Absence

3. Minutes

To confirm the minutes of the meeting held 17 June 2013 (attached).
(Page 1)

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. Minutes: Joint Health and Safety Group

To receive and note the minutes of the meeting of the Joint Health and Safety Group held on 4 September 2013.

Report **E144** attached. (*Page 3*)

6. Employee Accidents and Accidents Involving Members of the Public: 1 April 2013 to 31 July 2013: Summary

Report **E145** attached. (*Page 7*)

7. Joint Health and Safety Policy: Revised Instructions

Report **E146** attached. (*Page 17*)

8. Christmas Fayre: Draft Event Safety Plan

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. Legislation and Approved Codes of Practice (ACOP) Changes

The Health and Safety Manager will provide an oral report.

11. Health and Safety News: Update

The Health and Safety Manager will provide an oral report.

12. Dates of Future Meeting

The Panel has already determined the following dates for future meetings:

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

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

Part 2 – Private

NONE