

Enquiries regarding this Agenda:
David Long (01284) 757120

West Suffolk Joint Health and Safety Panel

Monday 16 June 2014 at 2.00 pm
in Room GFR14, 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	Chung Redhead F J Warby

SUBSTITUTES:

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

Employees' Side (6)

Mr N Dulieu	Mr D O'Reilly
Mr T Edwards	Vacancy
Ms C Hunt	Vacancy

SUBSTITUTES: (2)

Vacancy	Vacancy
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Democratic Services

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Telephone: (01638) 719000 E-mail: committees@forest-heath.gov.uk Website: <http://www.forest-heath.gov.uk>

FIRE SAFETY

In the event of a fire during this meeting the Fire Warden responsible for the evacuation of the Meeting Room is the Democratic Services Representative who is normally the person indicated above.

QUORUM: *Four – to comprise:-
two employee representatives; 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 2014/2015

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 21 October 2013 (attached). (**Page 1**)

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 13 May 2014.

Report **F33** attached. (*Page 5*)

7. Accidents/Incidents involving Employees and Members of the Public: 1 April 2013 to 31 March 2014: Summary

Report **F34** attached. (*Page 9*)

8. Joint Health and Safety Policy – Issue 3

Report **F35** attached (*Page 19*)

9. Bomb Hoax

The Health and Safety Manager will provide an oral report.

10. Health and Safety Training

The Health and Safety Manager will provide an oral report.

11. Health and Safety News: Updates

The Health and Safety Manager will provide an oral report.

12. Dates of Next Meetings

The Panel is asked to **APPROVE** the following dates of future meetings:

Monday 10 November 2014 at 4.00 pm at West Stow Anglo-Saxon Village;

Monday 16 February 2015 at 4.00 pm at Forest Heath District Council offices; and

Monday 15 June 2015 at 2.00 pm at West Suffolk House.

An alternative venue may be agreed as the date of the meeting approaches.

Part 2 – Private

NONE