

West Suffolk Joint Health and Safety Panel

Forest Heath & St Edmundsbury councils

West Suffolk
working together

Title:	Agenda						
Date:	Monday 10 November 2014						
Time:	4.00 pm						
Venue:	Venue						
Full Members:	<p style="text-align: center;">Chairman Tony Simmons Vice Chairman Lance Alexander</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;"><u>St Edmundsbury Borough Council</u> (3) (Employers' Side)</th> <th style="text-align: left;"><u>Forest Heath District Council</u> (3) (Employers' Side)</th> <th style="text-align: left;"><u>Staff Representatives</u> (6) (Employees' Side)</th> </tr> </thead> <tbody> <tr> <td>Patrick Chung Derek Redhead Frank Warby</td> <td>Rona Burt Andy Drummond Tony Simmons</td> <td>Nigel Dulieu Tony Edwards Chloe Hunt D O'Reilly Vacancy Vacancy</td> </tr> </tbody> </table>	<u>St Edmundsbury Borough Council</u> (3) (Employers' Side)	<u>Forest Heath District Council</u> (3) (Employers' Side)	<u>Staff Representatives</u> (6) (Employees' Side)	Patrick Chung Derek Redhead Frank Warby	Rona Burt Andy Drummond Tony Simmons	Nigel Dulieu Tony Edwards Chloe Hunt D O'Reilly Vacancy Vacancy
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Substitutes:	Vacancy John McGhee Vacancy x 2						
The membership of this Panel needs not to be politically balanced.							
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.						
Quorum:	Four Members; to comprise a minimum of one Member from each Authority and two Staff Representatives						
Committee administrator:	David Long Committee Administrator & SEBC Scrutiny Support Tel: 01284 757120 Email: david.long@westsuffolk.gov.uk						

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Procedural Matters

WHILST THESE AGENDA PAPERS ARE NOT COVERED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985, IN RESPECT OF THOSE ITEMS WHICH ARE LISTED AS CONTAINING EXEMPT/CONFIDENTIAL, MEMBERS OF THE PANEL ARE REQUESTED TO TREAT THEM AS SUCH

Part 1

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 on 16 June 2014 (copy attached).

4. Declarations of Interest

5. Minutes: Joint Health and Safety Group

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To receive and note the minutes of the meeting of the Joint Health and Safety Group held on 2 September 2014.

6. Accidents/Incidents involving Employees and Members of the Public: 1 April 2014 to 30 September 2014

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7. Health and Safety Training

The Health and Safety Manager will provide an oral report.

8. Emergency Evacuation Wardens

The Health and Safety Manager will provide an oral report.

9. Drugs and Alcohol Update

The Health and Safety Manager will provide an oral report.

10. Christmas Fayre Safety Plan

11 - 28

11. Health and Safety News: Updates

The Health and Safety Manager will provide an oral report.

12. Dates of Future Meetings

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

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

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

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