

West Suffolk Joint Health and Safety Panel

Forest Heath & St Edmundsbury councils

West Suffolk
working together

Title:	Agenda						
Date:	Monday 16 February 2015						
Time:	4.00 pm						
Venue:	Council Chamber, Forest Heath District Council Offices, College Heath Road, Mildenhall						
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</td> <td>Phil Clifford David Cowley Nigel Dulieu Paul Goodspeed 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	Phil Clifford David Cowley Nigel Dulieu Paul Goodspeed Vacancy
<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	Phil Clifford David Cowley Nigel Dulieu Paul Goodspeed Vacancy					
Substitutes:	Vacancy John McGhee Vacancy						
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						

Agenda

Page No

Procedural Matters

1. Apologies for Absence

2. Substitutes

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

3. Minutes

1 - 4

To confirm the minutes of the meeting held on 10 November 2014 (copy attached).

Part 1 - Public

4. Minutes of the meeting of the Joint Health and Safety Group held 20 January 2015

5 - 8

Report No: **HSP/JT/15/001**

5. Health and Safety Policy : Amendments - Issue 3

9 - 20

Report No: **HSP/JT/15/002**

6. Accidents/Incidents involving Employees and Members of the Public from 1 April 2014 to 31 December 2014

21 - 22

Report No: **HSP/JT/15/003**

7. Christmas Fayre Debriefing

Health and Safety Manager to give an oral report

8. Driving

Health and Safety Manager to give an oral report

9. Health and Safety Training

Health and Safety Manager to give an oral report.

10. First Aid

Health and Safety Manager to give an oral report.

11. Health and Safety - Update

Health and Safety Manager to give an oral report

12. Date of next meeting

The Panel has already approved Monday 15 June 2015 at 2.00pm at West Suffolk House as the date, time and venue of its next meeting

Part 2 – Exempt

NONE