

West Suffolk Joint Health and Safety Panel

Forest Heath & St Edmundsbury councils

West Suffolk
working together

Title:	Agenda		
Date:	Monday 15 June 2015		
Time:	2.00 pm		
Venue:	Room GFR14, West Suffolk House, Western Way, Bury St Edmunds		
Full Members:	<p>Chairman To be elected</p> <p>Vice-Chairman To be appointed</p> <p><u>St Edmundsbury Borough Council</u> (3) (Employers' Side)</p> <p>Bob Cockle and 2 Members to be notified</p>	<p><u>Forest Heath District Council</u> (3) (Employers' Side)</p> <p>3 Members to be notified</p>	<p><u>Staff Representatives</u> (6) (Employees' Side)</p> <p>Natasha Brockett Nigel Dulieu Tony Edwards Paul Goodspeed Chloe Hunt John Smithson</p>
Substitutes:	Vacancy	Vacancy	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:	<p>David Long Committee Administrator & SEBC Scrutiny Support Tel: 01284 757120 Email: david.long@westsuffolk.gov.uk</p>		

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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. Election of Chairman and Appointment of Vice-Chairman 2015/2016

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

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To confirm the minutes of the meeting held on 16 February 2015 (copy attached).

Part 1 - Public

5. Terms of Reference

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The Panel's Terms of Reference were approved by the Cabinets of St Edmundsbury Borough Council on 28 March 2012 and Forest Heath District Council on 29 May 2012. Amendments were made in May 2014. The Panel is requested to **REVIEW** its Terms of Reference and make any recommendations to respective Cabinets if considered appropriate.

Report No : **HSP/JT/15/004**

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6. Minutes of the Meeting of the Joint Health and Safety Group held on 12 May 2015 Report No: HSP/JT/15/005	9 - 12
7. Accidents/Incidents involving Employees and Members of the Public from 1 April 2014 to 31 March 2015 : Summary Report No : HSP/JT/15/006	13 - 18
8. Amendments to the Joint Health and Safety Policy - Issue 3 Report No : HSP/JT/15/007	19 - 46
9. Drugs and Alcohol - Bailes v First Bristol Ltd. 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 Training Health and Safety Manager to give an oral report	
12. Health and Safety - Update Health and Safety Manager to give an oral report	
13. Date of next meeting The Panel has previously met on three occasions each municipal year.	

Members are asked to **APPROVE** Monday 2 November at 4.00pm as the date and time of its next meeting.

Part 2 – Exempt

NONE