

# West Suffolk Joint Health and Safety Panel

Forest Heath & St Edmundsbury councils

**West Suffolk**  
working together

<b>Title:</b>	<b>Agenda</b>						
<b>Date:</b>	<b>Monday 20 June 2016</b>						
<b>Time:</b>	<b>2.00 pm</b>						
<b>Venue:</b>	<p><b>Studio 1, The Apex, Charter Square, Bury St Edmunds</b></p> <p><b>Please note the venue for this meeting and that the meeting will be preceded by a tour of the building from 1.30pm. Please assemble in the Foyer. Parking permits for the Cattle Market Car Park will be issued to Councillor Members of the Panel.</b></p>						
<b>Full Members:</b>	<p style="text-align: center;"><b>Chairman</b> <i>To be elected</i></p> <p style="text-align: center;"><b>Vice-Chairman</b> <i>To be appointed</i></p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; vertical-align: top;"><u>St Edmundsbury Borough Council</u> (3) (Employers' Side)</td> <td style="text-align: center; vertical-align: top;"><u>Forest Heath District Council</u> (3) (Employers' Side)</td> <td style="text-align: center; vertical-align: top;"><u>Staff Representatives</u> (6) (Employees' Side)</td> </tr> <tr> <td style="vertical-align: top;">Patrick Chung Bob Cockle Frank Warby</td> <td style="vertical-align: top;">Chris Barker Rona Burt Peter Ridgewell</td> <td style="vertical-align: top;">Natasha Brocket Phil Clifford David Cowley Nigel Dulieu Tony Edwards Paul Godspeed</td> </tr> </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 Bob Cockle Frank Warby	Chris Barker Rona Burt Peter Ridgewell	Natasha Brocket Phil Clifford David Cowley Nigel Dulieu Tony Edwards Paul Godspeed
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Patrick Chung Bob Cockle Frank Warby	Chris Barker Rona Burt Peter Ridgewell	Natasha Brocket Phil Clifford David Cowley Nigel Dulieu Tony Edwards Paul Godspeed					
<b>Substitutes:</b>	Betty Mclatchy      Nigel Roman      Vacancy						
<b>The membership of this Panel needs not to be politically balanced.</b>							
<b>Interests – Declaration and Restriction on Participation:</b>	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.						
<b>Quorum:</b>	Four Members to comprise a minimum of one Member from each Authority and two Staff Representatives						
<b>Committee administrator:</b>	<b>David Long</b> Democratic Services Advisor						

	<b>Tel:</b> 01284 757120
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	<b>Email:</b> <a href="mailto:david.long@westsuffolk.gov.uk">david.long@westsuffolk.gov.uk</a>
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**This meeting is not governed by the normal Access to Information rules (The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012) in both Councils.**

**THIS MEETING IS THEREFORE NOT OPEN TO THE PUBLIC**

*Page No*

## **Agenda**

### **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**

**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**

The approved Terms of Reference for the West Suffolk Joint Health and Safety Panel, as amended on 15 June 2015, requires that the Panel shall appoint a Chairman from the Employers' Side and a Vice-Chairman from the Employees' Side.

The Panel is requested to **ELECT** a Chairman and **APPOINT** a Vice-Chairman in accordance with this arrangement.

**3. Apologies for Absence**

**4. Minutes**

**1 - 6**

To confirm the minutes of the meeting held on 22 February 2016 (copy attached).

**5. Minutes of the meeting of the Joint Health and Safety Group held on 17 May 2016**

**7 - 10**

Report : **HSP/JT/16/006**

- 6. Accidents/Incidents involving Employees and Members of the Public from 1 April 2015 to 31 March 2016 : Summary** **11 - 16**  
Report : **HSP/JT/16/007**
- 7. Health & Safety Policy Amendments** **17 - 28**  
Report : **HSP/JT/16/008**
- 8. Health and Safety Training**  
Health and Safety Manager to give an oral report.
- 9. Health and Safety updates**  
Health and Safety Manager to give an oral report.
- 10. Dates of future meetings**  
The Panel has previously approved the following meeting dates :  
  
Monday 17 October 2016 at 4.00pm at West Stow; and  
Monday 27 February 2017 at 4.00pm at Forest Heath DC Offices.