

# 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 February 2017</b>						
<b>Time:</b>	<b>2.00 pm (Meeting room 'The Mews')</b> <b>**Please note earlier start time**</b>						
<b>Venue:</b>	<b>The National Heritage Centre for Horseracing and Sporting Art, Palace House, Palace Street, Newmarket CB8 8EP</b>						
<b>Full Members:</b>	<p style="text-align: center;"><b>Chairman</b> Chris Barker <b>Vice Chairman</b> Nigel Dulieu</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 Bob Cockle Frank Warby</td> <td>Chris Barker Rona Burt Peter Ridgwell</td> <td>Lance Alexander Nigel Dulieu Tony Edwards Paul Goodspeed Stephanie Grayling 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 Bob Cockle Frank Warby	Chris Barker Rona Burt Peter Ridgwell	Lance Alexander Nigel Dulieu Tony Edwards Paul Goodspeed Stephanie Grayling Vacancy
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<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 <b>Email:</b> <a href="mailto:david.long@westsuffolk.gov.uk">david.long@westsuffolk.gov.uk</a>						

**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**

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## **Agenda**

### **Procedural Matters**

**ITEMS ON THIS AGENDA MAY FROM TIME TO TIME CONTAIN EXEMPT/RESTRICTED INFORMATION. MEMBERS OF THE PANEL ARE THEREFORE REQUESTED TO TREAT SUCH ITEMS CONFIDENTIALLY.**

- 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 24 October 2016 (copy attached).
- 4. Minutes of the meeting of the Joint Health and Safety Group held 18 January 2017** **5 - 8**  
Report No: HSP/JT/17/001
- 5. Accidents/ Incidents involving Employees and Members of the Public : 01 April 2016 to 30 November 2016** **9 - 14**  
Report No: HSP/JT/17/002
- 6. Amendments to the Joint Health and Safety Policy** **15 - 22**  
Report No: HSP/JT/17/003
- 7. Drugs and Alcohol Testing**  
Health and Safety Manager to give an oral report

**8. Christmas Fayre Update**

Health and Safety Manager to give an oral report

**9. Health and Safety Training**

Health and Safety Manager to give an oral report

**10. Health and Safety Updates**

Health and Safety Manager to give an oral report

**11. Dates of future meetings**

The Panel are requested to **APPROVE** the following dates, times and venues:

19 June 2017 at 2.00pm at West Suffolk House; and  
16 October 2017 at 2.00pm at West Stow Country Park

**12. Any Other Business**