

West Suffolk Joint Health and Safety Panel

Forest Heath & St Edmundsbury councils

West Suffolk
working together

Title:	Agenda						
Date:	Monday 24 October 2016 PLEASE NOTE: 1. The date of this meeting is a re-arranged one as previously notified. 2. Car Parking permits will be available from the Visitor Centre.						
Time:	4.00 pm						
Venue:	Collections Room, West Stow Anglo-Saxon Village, Icklingham Road, West Stow IP28 6HG						
Full Members:	<p style="text-align: center;">Chairman Councillor Chis Barker (FHDC) Vice-Chairman Nigel Dulieu</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;">Rona Burt Peter Ridgewell</td> <td style="vertical-align: top;">Phil Clifford David Cowley Paul Goodspeed John Smithson Vacancy</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	Rona Burt Peter Ridgewell	Phil Clifford David Cowley Paul Goodspeed John Smithson Vacancy
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Patrick Chung Bob Cockle Frank Warby	Rona Burt Peter Ridgewell	Phil Clifford David Cowley Paul Goodspeed John Smithson Vacancy					
Substitutes:	Betty Mclatchy Nigel Roman 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 Tel: 01284 757120 Email: david.long@westsuffolk.gov.uk						

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

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. 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

1 - 4

To confirm the minutes of the meeting held on 20 June 2016 (copy attached).

4. Minutes of the meeting of the Joint Health and Safety Group held 6 September 2016

5 - 8

Report **HSP/JT/16/009**

5. Accidents/Incidents involving Employees and Members of the Public : 1 April 2016 to 31 August 2016

9 - 14

Report **HSP/JT/16/010**

6. Christmas Fayre Safety Plan

Health and Safety Manager to give an oral report.

7. Depot Inductions

Health and Safety Manager to give an oral report.

8. Health and Safety Training

Health and Safety Manager to give an oral report.

9. Health and Safety Update

Health and Safety Manager to give an oral report.

10. Date of next meeting

The Panel has previously agreed the date and venue of its next meeting as 20 February 2017 at 4.00pm at Forest Heath District Council Offices.

11. Any Other Business