



Title:	Agenda		
Date:	Monday 19 June 2017		
Time:	2.00 pm **PLEASE NOTE THE START TIME**		
Venue:	Room GFR-14 West Suffolk House Western Way Bury St Edmunds IP33 3YU		
Full Members:	<b>Chairman</b> To be elected		
	Vice Chairman To be appointed		
	St Edmundsbury Borough Council (3) (Employers' Side)	Forest Heath District Council (3) (Employers' Side)	<u>Staff</u> <u>Representatives</u> (6) (Employees' Side)
	Patrick Chung Bob Cockle Frank Warby	Chris Barker Rona Burt Peter Ridgwell	Natasha Brockett Lara Drury Nigel Dulieu Tony Edwards Paul Goodspeed Michael Rutterford John Smithson
Substitutes:	Betty McLatchy	Nigel Roman	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:	Emma Barrett Administration Assistant (Democratic Services) Tel: 01284 757022 Email: emma.barrett@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

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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. Election of Chairman for 2017/2018

The approved Terms of Reference for the West Suffolk Joint Health and Safety Panel, requires that Chairmanship of the Panel shall alternate between the Employer's and Employees' sides. When the Chairman is a Member of one side of the Panel, the Vice-Chairman shall be a Member of the other side.

In 2017/2018, a Chairman is required to be elected from the Employees' Side.

The Panel is requested to **ELECT** a Chairman in accordance with this arrangement.

#### 2. Election of Vice-Chairman for 2017/2018

The approved Terms of Reference for the West Suffolk Joint Health and Safety Panel requires that Vice-Chairmanship of the Panel shall alternate between the Employer's and Employees' side.

As the Chairman of the Panel shall be from the Employees' side, in 2017/2018, a Vice-Chairman is required to be appointed from the Employer's Side.

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

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#### 3. Apologies for Absence

#### 4. Substitutes

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

#### 5. Minutes 1 - 4

To confirm the minutes of the meeting held on 20 February 2017 (copy attached).

### 6. Notes of the previous Joint Health and Safety Group held on 10 May 2017

Report No: HSP/JT/17/004

## 7. Accidents/ Incidents involving Employees and Members of the Public from 1 April 2016 to 31 March 2017: Summary

Report No: **HSP/JT/17/005** 

#### 8. Revised Lockdown Procedures

The Service Manager (Health and Safety) to give an oral report.

#### 9. Health and Wellbeing

The Service Manager (Health and Safety) to give an oral report.

#### 10. Health and Safety Updates

The Service Manager (Health and Safety) to give an oral report.

#### 11. Dates of Future Meetings

The following dates, times and locations have been set for the next meetings of the Panel:

Monday 16 October 2017 at 2.00pm at West Stow Country Park; and

Monday 19 February 2018 at 4.00pm at Forest Heath District Council Offices.