



**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. 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.

**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**

**5 - 8**

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**

**9 - 14**

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.