

West Suffolk Joint Health and Safety Panel

Title:	Agenda		
Date:	Monday 19 February 2018		
Time:	4.00 pm		
Venue:	Council Chamber District Offices College Heath Road Mildenhall		
Full Members:	<div><div>Chairman Paul Goodspeed</div><div>Vice Chairman Patrick Chung</div><div><div><div><div><u>St Edmundsbury Borough Council</u> (3) (Employer’s Side)</div><div>Frank Warby Vacancy</div></div><div><div><u>Forest Heath District Council</u> (3) (Employer’s Side)</div><div>Chris Barker Rona Burt Peter Ridgwell</div></div><div><div><u>Staff Representatives</u> (6) (Employees’ Side)</div><div>Lance Alexander Nigel Dulieu Tony Edwards Gary Quilter Vacancy</div></div></div></div></div>		
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:	Emma Barrett Administration Support (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. 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 16 October 2017 (copy attached).

4. Minutes of the previous Joint Health and Safety Group

5 - 8

Report No: **HSP/JT/18/001**

5. Accidents/ Incidents involving Employees and Members of the Public from 1 April 2017 to 31 December 2017: Summary

9 - 14

Report No: **HSP/JT/18/002**

6. Amendments to the Joint Health and Safety Policy

15 - 22

Report No: **HSP/JT/18/003**

7. Christmas Fayre Update

The Service Manager (Health and Safety) to give a verbal report.

8. Health and Safety Training

The Service Manager (Health and Safety) to give a verbal report.

9. Suffolk Workplace Wellbeing Charter

23 - 26

Report No: **HSP/JT/18/004**

10. Health and Safety Update

The Service Manager (Health and Safety) to give a verbal report.

11. Any Other Business