

West Suffolk Joint Health and Safety Panel

Forest Heath & St Edmundsbury councils

West Suffolk
working together

Title:	Agenda						
Date:	Monday 15 October 2018						
Time:	4.00 pm						
Venue:	GFR-14 West Suffolk House Western Way Bury St Edmunds						
Full Members:	<p style="text-align: center;">Chairman To be Elected Vice Chairman To be Appointed</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"><u>St Edmundsbury Borough Council</u> (3) (Employers' Side)</td> <td style="width: 33%; vertical-align: top;"><u>Forest Heath District Council</u> (3) (Employers' Side)</td> <td style="width: 33%; vertical-align: top;"><u>Staff Representatives</u> (6) (Employees' Side)</td> </tr> <tr> <td style="vertical-align: top;">Patrick Chung David Nettleton Frank Warby</td> <td style="vertical-align: top;">Chris Barker Rona Burt Peter Ridgwell</td> <td style="vertical-align: top;">Nigel Dulieu David Green Paul Goodspeed Gary Quilter Vacancy 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 David Nettleton Frank Warby	Chris Barker Rona Burt Peter Ridgwell	Nigel Dulieu David Green Paul Goodspeed Gary Quilter Vacancy Vacancy
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Patrick Chung David Nettleton Frank Warby	Chris Barker Rona Burt Peter Ridgwell	Nigel Dulieu David Green Paul Goodspeed Gary Quilter Vacancy Vacancy					
Substitutes:	Paula Fox 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

Agenda

Page No

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. Election of Chairman: 2018/2019

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 2018/2019, a Chairman is required to be elected from the Employer's Side.

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

3. Appointment of Vice-Chairman: 2018/2019

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 Employer's side, in 2018/2019, a Vice-Chairman is required to be appointed from the Employees' side.

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

- 4. Apologies for Absence**
- 5. Minutes** **1 - 4**
To confirm the minutes of the meeting held on 19 February 2018 (copy attached).
- 6. Minutes of the Joint Health and Safety Group: 4 September 2018** **5 - 8**
Report No: **HSP/JT/18/005**
- 7. Accidents/ Incidents involving Employees and Members of the Public from 1 April 2018 to 31 August 2018: Summary** **9 - 14**
Report No: **HSP/JT/18/006**
- 8. Health and Safety Training**
The Service Manager (Health and Safety) will provide a verbal update on this item.
- 9. Health and Safety Software**
The Service Manager (Health and Safety) will provide a verbal update on this item.
- 10. Christmas Fayre 2018: 22-25 November 2018 Event Safety Plan** **15 - 34**
Report No: **HSP/JT/18/007**
- 11. Lockdown** **35 - 40**
Restricted Report No: **HSP/JT/18/008**
- 12. Health and Safety Updates**
The Service Manager (Health and Safety) will provide a verbal update on this item.