Health and Safety Sub-Committee

West Suffolk Council

Title:	**Agenda**
Date:	**Monday 24 June 2019**
Time:	**4.00 pm**
Venue:	**Training Room** **District Offices** College Heath Road Mildenhall, IP28 7EY

Full Members:	***Chair*** ***Vice Chair***	To be appointed by the Health and Safety Sub-Committee on 24 June 2019	
		West Suffolk Council (6) (Employer's Side)	*Staff Representatives (6) (Employees' Side)*
	Conservative Group (3)	Ian Houlder Karen Richardson Vacancy	Lance Alexander Nigel Dulieu Paul Goodspeed
	Spectrum Group (1)	Trevor Beckwith	Stephanie Grayling David Green
	The Independent Group (1)	John Smith	Gary Quilter
	Labour Group (1)	Cliff Waterman	
Substitutes:	*Conservative Group (1)*	Vacancy	Tony Edwards Natasha Holdgate
	Spectrum Group (1)	Victor Lukaniuk	

Note: This Sub-Committee is not governed by the normal Access to Information rules (The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012) in the Council. Therefore these meetings are not open to attendance by the public.

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, comprising at least two employee representatives and two Members of the Council.
Committee administrator:	**Christine Brain** Democratic Services Officer (Scrutiny) **Tel:** 01638 719729 **Email:** christine.brain@westsuffolk.gov.uk

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Note: Whilst these agenda papers are not covered by the normal Access to Information Rules (see agenda front), where items are listed as containing exempt/confidential information, members of the Sub-Committee are requested to treat them as such.

1. Substitutes

Any member (which includes councillors and staff representatives) who is substituting for another member should so indicate, together with the name of the relevant absent member.

2. Appointment of Chair: 2019/2020

The approved Terms of Reference for the Health and Safety Sub-Committee, requires that Chairmanship of the Sub-Committee shall alternate between the Employer's and Employees' side. When the Chair is a Member of one side of the Sub-Committee, the Vice-Chair shall be a Member of the other side.

In 2019/2020, a Chair is required to be elected from the Employer's side.

The Sub-Committee is requested to **ELECT** a Chair in accordance with this arrangement.

3. Appointment of Vice-Chair: 2019/2020

The approved Terms of Reference for the Health and Safety Sub-Committee, requires that Vice-Chairmanship of the Sub-Committee shall alternate between the Employer's and Employees' side.

As the Chair of the Sub-Committee shall be from the Employer's side in 2019/2020, the Vice-Chair is required to be appointed from the Employees' side.

The Sub-Committee is requested to **APPOINT** a Vice-Chair in accordance with this arrangement.

4. Apologies for Absence

5. Minutes of the Meeting of West Suffolk Health and Safety Group held on 8 May 2019 **1 - 8**

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6. Presentation on the Corporate Functions of Health and Safety within West Suffolk

7. Employee and Members of the Public Incidents **9 - 18**

Report No: **HSS/WS/19/002**

8. Health and Safety Lessons Learnt (Local Authority Specific) - Verbal Report

9. Dates of Future Meetings

The following dates for future meetings of the Health and Safety Sub-Committee are listed below. All dates are Mondays starting at 4.00pm and will be held at the venue as indicated:

- 21 October 2019 at West Suffolk House, Bury St Edmunds
- 10 February 2020 at the District Offices, Mildenhall