

# Health and Safety Council

<b>Title</b>	<b>Agenda</b>														
<b>Date</b>	<b>Monday 21 June 2021</b>														
<b>Time</b>	<b>4.00 pm</b>														
<b>Venue</b>	<b>Facilitated by Microsoft Teams virtual meetings platform only. Members and officers attending this meeting are requested to see their separate Outlook meeting invitation to join the meeting.</b>														
<b>Full Members</b>	<p><b>Chair</b> To be appointed by the Health and Safety Sub-Committee on 21 June 2021.</p> <p><b>Vice Chair</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%; text-align: center;"><b>West Suffolk Council (6)</b> (Employer's side)</td> <td style="width: 33%; text-align: center;"><b>Staff Representatives (6)</b> (Employees' side)</td> </tr> <tr> <td><b>Conservative Group (4)</b></td> <td>Ian Houlder Elaine McManus Robert Nobbs Vacancy</td> <td>Lance Alexander Nigel Dulieu Paul Goodspeed Stephanie Grayling Gary Quilter Vacancy</td> </tr> <tr> <td><b>The Independent Group (1)</b></td> <td>Vacancy</td> <td></td> </tr> <tr> <td><b>Labour Group (1)</b></td> <td>Cliff Waterman</td> <td></td> </tr> </table>				<b>West Suffolk Council (6)</b> (Employer's side)	<b>Staff Representatives (6)</b> (Employees' side)	<b>Conservative Group (4)</b>	Ian Houlder Elaine McManus Robert Nobbs Vacancy	Lance Alexander Nigel Dulieu Paul Goodspeed Stephanie Grayling Gary Quilter Vacancy	<b>The Independent Group (1)</b>	Vacancy		<b>Labour Group (1)</b>	Cliff Waterman	
	<b>West Suffolk Council (6)</b> (Employer's side)	<b>Staff Representatives (6)</b> (Employees' side)													
<b>Conservative Group (4)</b>	Ian Houlder Elaine McManus Robert Nobbs Vacancy	Lance Alexander Nigel Dulieu Paul Goodspeed Stephanie Grayling Gary Quilter Vacancy													
<b>The Independent Group (1)</b>	Vacancy														
<b>Labour Group (1)</b>	Cliff Waterman														
<b>Substitutes</b>	<b>Conservative Group (1)</b>	Vacancy	Natasha Holdgate												
	<b>The Independent Group (1)</b>	Vacancy													
<b>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.</b>															
<b>Interests – declaration and restriction on participation</b>	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.														
<b>Quorum</b>	Four members, comprising at least two employee representatives and two members of the council.														
<b>Committee administrator</b>	<b>Christine Brain</b> (Democratic Services Officer) <b>Telephone</b> 01638 719729 <b>Email</b> <a href="mailto:christine.brain@westsuffolk.gov.uk">christine.brain@westsuffolk.gov.uk</a>														

## Agenda

**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: 2021-2022

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 2021-2022, a Chair is required to be elected from the Employee's side.

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

### 3. Appointment of Vice-Chair: 2021-2022

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 Employee's side in 2021-2022, the Vice-Chair is required to be appointed from the Employer's side.

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

### 4. Apologies for absence

### 5. Minutes

To confirm the minutes of the meeting held on 8 February 2021 (copy attached.)

**6. Declarations of interest**

Members are reminded of their responsibility to declare any pecuniary or local non-pecuniary interest which they have in any item of business on the agenda, **no later than when that item is reached** and, when appropriate, to leave the meeting prior to discussion and voting on the item.

**7. Minutes of the meeting of West Suffolk Health and Safety Group: 4 May 2021** **9 - 14**

Paper number: **HSS/WS/21/004**

**8. Employee and members of the public incident's statistics** **15 - 20**

Report number: **HSS/WS/21/005**

**9. Legislation Updates (Verbal)**

**10. Covid-19 Update (Verbal)**

**11. Health and Safety Training (Verbal)**

**12. Health and Safety Corporate Update including Health and Wellbeing (Verbal)**

**13. Health and Safety Lessons Learnt (Local Authority Specific) (Verbal)**

**14. Dates of future meetings**

The following dates for future meetings of the Sub-Committee are listed below. All dates are Mondays starting at 4pm as indicated:

- 11 October 2021 (Venue to be confirmed)
- 10 January 2022 (Venue to be confirmed)