

Health and Safety Council

Title	Agenda														
Date	Monday 16 October 2023														
Time	4.00 pm														
Venue	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.														
Full Members	<p style="text-align: center;">Chair To be appointed by the Health and Safety Sub-Committee on 16 October 2023</p> <p style="text-align: center;">Vice Chair To be appointed by the Health and Safety Sub-Committee on 16 October 2023</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%; text-align: center;">West Suffolk Council (6) (Employer's side)</td> <td style="width: 33%; text-align: center;">Staff Representatives (6) (Employees' side)</td> </tr> <tr> <td>Conservative Group (2)</td> <td>Mike Chester Ian Houlder</td> <td>Lance Alexander Sylvia Bayford</td> </tr> <tr> <td>Independents (2)</td> <td>Andy Neal Phil Wittam</td> <td>Nigel Dulieu Stephanie Grayling</td> </tr> <tr> <td>Progressive Alliance Grouping (2)</td> <td>Peter Armitage Janne Jarvis</td> <td>Gary Quilter Vacancy</td> </tr> </table>				West Suffolk Council (6) (Employer's side)	Staff Representatives (6) (Employees' side)	Conservative Group (2)	Mike Chester Ian Houlder	Lance Alexander Sylvia Bayford	Independents (2)	Andy Neal Phil Wittam	Nigel Dulieu Stephanie Grayling	Progressive Alliance Grouping (2)	Peter Armitage Janne Jarvis	Gary Quilter Vacancy
	West Suffolk Council (6) (Employer's side)	Staff Representatives (6) (Employees' side)													
Conservative Group (2)	Mike Chester Ian Houlder	Lance Alexander Sylvia Bayford													
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Progressive Alliance Grouping (2)	Peter Armitage Janne Jarvis	Gary Quilter Vacancy													
Substitutes	Conservative Group (1)	Vacancy	Natasha Holdgate												
	Independents (1)	Richard Alecock													
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, other registerable or non-registerable 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.														
Quorum	Four members, comprising at least two employee representatives and two members of the council.														
Committee administrator	Christine Brain Democratic Services Officer Telephone 01638 719729 Email democratic.services@westsuffolk.gov.uk														

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: 2023 to 2024

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 2023 to 2024, 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: 2023 to 2024

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 2023 to 2024, 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

To confirm the minutes of the meeting held on 13 February 2023 (copy attached.)

6. Declarations of interest

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

7. Minutes of the meeting of West Suffolk Health and Safety Group: 31 August 2023 **7 - 12**

Paper number: **HSS/WS/23/003**

8. Health and Safety Presentation **13 - 28**

Presentation (attached) which covers:

- Health and Safety updates
- Legislation updates and other news
- Training.

9. Dates of future meetings

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

- 26 February 2024 (MS Teams)