

Members/Trades Unions Joint Consultation & Safety Panel

Wednesday, 6 October 2004

Tuesday, 28 September 2004

A meeting of the above Panel will be held in the Town Hall, Royal Leamington Spa on Wednesday, 6 October 2004 at 4.30pm.

Panel Membership:

Councillor R C H Copping	Mr A E Foster
Councillor J S Hammon	Mr A Rybicki
Councillor J Holland	Mrs J Webb
Councillor J R Short	1 other UNISON representative

DECLARATIONS OF INTEREST

Declarations should be entered on the form to be circulated with the attendance sheet and declared at item 2 below. However, the existence and nature of any interest that subsequently becomes apparent during the course of the meeting must be disclosed immediately. In the event of an interest being prejudicial, members are reminded that they must withdraw from the room or chamber whenever it becomes apparent that the matter is being considered, unless a dispensation has been obtained from Standards Committee. **If members are unsure about whether or not they have an interest, or about its nature, they are strongly advised to seek advice from officers prior to the meeting.**

Agenda

1. **Substitutes**

To receive the name of any Member of the Panel who is to act as a substitute, notice of which has been given to the Chief Executive, together with the name of the Member of the Panel for whom they are acting.

2. **Appointment of Chairs**

To appoint the joint Chairs for the ensuing year

3. **Declarations of Interest**

Members to declare the existence and nature of personal and prejudicial interests in items on the agenda in accordance with the adopted Code of Conduct.

4. **Minutes & Matters Arising**

To confirm the minutes of the meeting held on 15 March 2004 and to discuss any matters arising from them. **(Page 1)** (Enclosure)

PART 1

HEALTH AND SAFETY MATTERS

5. **Accident Report**

To consider a report from the Health & Safety Advisor **(Page 4)** (Enclosure)

6. **Lone Working at Oakley Wood Crematorium, Bishops Tachbrook**

To consider a report from the Health & Safety Advisor **(Page 7)** (Enclosure)

PART 2

JOINT CONSULTATIVE MATTERS

7. **Consultation Arrangements**

To consider a report from the Corporate Personnel Service **(Page 9)** (Enclosure)

(*Denotes those items upon which decisions will be made under delegated powers, as previously granted by the Council)

General Enquiries: Please contact Graham Leach - Members' Services, Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ.

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Enquiries about specific reports: Please contact the officers named in the reports.

Details of all the Council's committees, councillors and agenda papers are available via our website www.warwickdc.gov.uk

**THE AGENDA IS AVAILABLE IN LARGE PRINT ON
REQUEST, PRIOR TO THE MEETING, BY
TELEPHONING GRAHAM LEACH ON (01926) 456102**