

Members/Trades Unions Joint Consultation & Safety Panel

Thursday 8 September 2011

A meeting of the above Panel will be held at the **Town Hall, Royal Leamington Spa** on Thursday 8 September 2011 at **4.30 p.m.**

Panel Membership:

Employers representatives

Councillor Barrott
Councillor Copping
Councillor Davies (Chairman)
Councillor Kirton

Trades Unions representatives

Mr D Cooper (Chairman)
Mr R Chapleo
Mr A Crump
Mr A Foster

Agenda

1. Emergency Procedure

At the commencement of the meeting the Committee Services Officer will announce the emergency procedure for the Town Hall.

2. 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.

3. Declarations of Interest

Members to declare the existence and nature of personal and prejudicial interests in items on the agenda.

Declarations should be entered on the form to be circulated with the attendance sheet. 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.**

4. **Minutes**

To consider the minutes of the meeting held on 14 June 2011.

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PART 1
HEALTH & SAFETY MATTERS

5. **Accident Report (Accidents from start of February 2011 – end of July 2011)**

To consider a report from the Health and Safety Adviser.

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PART 2
JOINT CONSULTATIVE MATTERS

6. **People Strategy Statement 2011**

To consider the statement from the Human Resources Manager.

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7. **Workforce Planning Diagnostic Pilot**

To receive a verbal report from the Chief Executive's office.

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