

Members/Trades Unions Joint Consultation & Safety Panel

Wednesday 18 April 2007

Tuesday, 10 April 2007

A meeting of the above Panel will be held in **Training Room, Riverside House**, Royal Leamington Spa, on Wednesday 18 April 2007 at **4.30 p.m.**

Panel Membership:

Employers representatives

Councillor M G Ashford (Chair)
Councillor R C H Copping
Councillor J S Hammon
Councillor J R Short

Trades Unions representatives

Mr A E Foster (Chair)
Mr A Crump
Mrs J Webb
1 other UNISON representative

Emergency Procedure

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

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. **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.

*3. **Minutes & Matters Arising**

To confirm the minutes of the meeting held on 4 October 2006 and to discuss any matters arising from them. **(Page 1)** (Enclosure)

PART 1

HEALTH & SAFETY MATTERS

*4. **Accident Report (Accidents since start Aug 2006 - End of Feb 2007)**

To consider a report from Environmental Health. **(Page 4)** (Enclosure)

PART 2

JOINT CONSULTATIVE MATTERS

5. **Smoke Free Policy Review**

To consider a report from Environmental Health. **(Page 7)** (Enclosure)

6. **Riverside House Reception Cash Handling Procedures**

To consider a report from Revenues and Customer Services. **(Page 12)** (Enclosure)

7. **Discretionary Payments for Redundancy and Efficiency Terminations and Retirements and Flexible Retirement**

To consider a report from Corporate Personnel Services. **(Page 18)** (Enclosure)

8. **Working without Stress Action Plan Update**

To consider a report from Corporate Personnel Services. **(Page 21)** (Enclosure)

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

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

**Telephone: 01926 456005
Switchboard: 01926 450000
Facsimile: 01926 456121**

E-Mail: committee@warwickdc.gov.uk

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/committee

Please note that the majority of the meetings are held on the first floor of the Town Hall. If you feel that this may restrict you attending this meeting, please telephone (01926) 456005 prior to the meeting, so that we can assist you and make any necessary arrangements to help you to attend the meeting.