

Chief Executive
Howard Miller

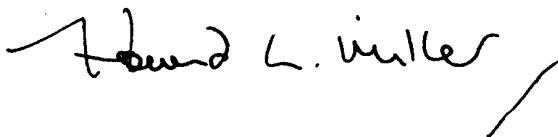
To: The Members of the
Health and Safety Forum

28 September 1999

Dear Colleague

Your attendance is requested at a meeting of the **HEALTH AND SAFETY FORUM** to be held in Room 2 at the Civic Offices, 1 Saxon Gate East, Milton Keynes, on **FRIDAY 8 OCTOBER 1999 at 2.00 pm** when the business set out overleaf will be transacted.

Yours faithfully

A handwritten signature in black ink that reads "Howard L. Miller". The signature is written in a cursive style and is followed by a diagonal slash mark.

Chief Executive

Milton Keynes Council
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AGENDA

Item No:

1. Apologies

2. Minutes

To receive the Minutes of the meeting of the Health and Safety Forum held on 9 June 1999 (Item 2) (**Page 4**).

3. Matters Arising

To consider any matters arising from the Minutes of the previous meeting.

4. Constitution and Terms of Reference

To note the Constitution and Terms of Reference of the Health and Safety Forum, agreed at the meeting of the Personnel Committee held on 29 June 1999 (Item 4) (**Page 10**).

5. Items from Trades Unions:

(a) Air Conditioning - Saxon Court

To receive an oral update on progress on the action requested by Councillor Edwards at the meeting of the Joint Negotiating Committee held on 7 September 1999.

(b) Other Items

To consider any other items raised by Trades Unions.

6. Items from Management

(a) Accident Statistics

To consider the attached papers (Item 6a) (**Page 13**).

(b) Health and Safety Manual

To receive an oral update from the Senior Health and Safety Officer.

(c) Health and Safety Newsletter

To receive an oral update from the Senior Health and Safety Officer.

(d) Other Items

To consider any other items raised by Management.

7. Date of Next Meeting

To consider a date for the next meeting.