

Chief Executive  
Howard Miller

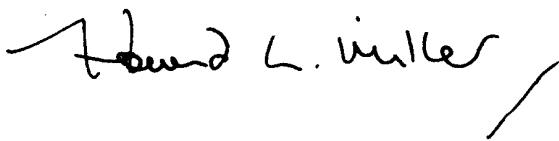
To: The Members of the  
Health and Safety Forum

28 May 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 **WEDNESDAY 9 JUNE 1999 at 9am** when the business set out overleaf will be transacted.

Yours faithfully



Chief Executive

## AGENDA

Item No:

**1. Apologies**

**2. Minutes**

To receive the Minutes of the meeting of the Health and Safety Forum held on 21 January 1999 (Item 2) (**Page 4**).

**3. Working Time**

To receive an oral report from Les Piascik on Working Time, and to note the draft Employees' Guidelines, Managers' Guidelines and Waiver Forms (Items 4a (**Page 7**), 4b (**Page 9**) and 4c (**Page 11**))

**4. Asbestos Update**

To receive an oral update from Les Piascik and to note the Council's Asbestos Action Plan, Guidance and Corporate Policy Statement (Items 5a (**Page 15**), 5b (**Page 16**) and 5c (**Page 23**))

**5. Accommodation Proposals for Saxon Court**

To receive an oral update.

**6. Environmental Conditions within Saxon Court**

To receive an oral update.

**7. Staff Safety in Interview Rooms at Saxon Court**

To receive an oral update.

**8. Fire Brigade Inspection of Civic Offices**

To receive a report of the findings of the Fire Brigade's recent inspection of the Civic Offices (Item 8)

**9. Housekeeping - Civic Offices**

To receive an oral update.

**10. Housekeeping - Saxon Court**

To receive an oral update.

**11. Safety of Staff in Private Property, Residential Units and Day Centres**

To receive an oral update.

**12. Accident/Incident Report Forms – Procedure for notifying Trade Unions**

To receive an oral update.

**13. Use of Mobile Phones**

To receive an oral update.

**14. Recognition Agreement for Safety Representatives**

To receive an oral update.

**15. Date of Next Meeting**

To consider a date for the next meeting.