

Chief Executive
Howard Miller

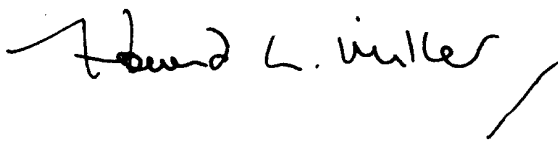
To: The Members of the
Health and Safety Forum

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

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

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.