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11 December 2012

Dear Councillor

I am now able to enclose, for consideration at the meeting of the **COUNCIL** on Wednesday 12 December 2012 at 6.00 pm, the following outstanding information that was unavailable when the agenda was printed

13 **TERMS OF REFERENCE OF THE JOINT HEALTH, SAFETY AND WELFARE CONSULTATIVE FORUM** (Page 2)

At its meeting held on 10 October 2012 (Minute No 7), the Joint Health, Safety and Welfare Consultative Forum received a report on health and safety inspections which are being carried out at all of the Council's premises. The Director of Environment and Corporate Assets has delegated powers to agree remedial works arising from the inspections, but it is proposed that any other matters should be referred to Cabinet or Council or Corporate Management Team, as appropriate. Governance Committee has been requested to recommend to Council that the Terms of Reference of the Joint Health, Safety and Welfare Consultative Forum be amended to enable it to submit recommendations and advice on health and safety issues to Cabinet.

The recommendation of Governance Committee is attached.

Yours sincerely

A handwritten signature in black ink, appearing to be "N. Smith", written over a white background.

Chief Executive

DOVER DISTRICT COUNCIL

COUNCIL – 12 DECEMBER 2012

Outstanding Information

13. **TERMS OF REFERENCE OF THE JOINT HEALTH, SAFETY AND WELFARE CONSULTATIVE FORUM**

The Governance Committee recommended the following to Council:

"That it be recommended to Council that the Terms of Reference for the Joint Health, Safety and Welfare Consultative Forum be amended to enable it to submit recommendations and advice on health and safety matters to the Cabinet.."