

Agriculture Industry Advisory Committee (AIAC)

Project Group: Temporary and migrant working

Minutes of 6th Meeting: 3 October 2006 (HSE Stoneleigh)

Present:

Madge Moore - Lantra
Ivan Monckton - TGWU
Martin Swinney - Home Office: Work Permits (UK)
Graeme Walker - Secretary

Apologies:

David Matthey - IOSH
Jill Hewitt - NAAC
Jim Farquharson - NAAC
Chris McCann - ASDA

Agenda

1	Welcome and introduction	
2	Minutes of the last meeting	No minutes produced following the meeting of 3 July 2006 due to pressure of work.
3	Update on 5 th meeting (3 July 2006) and Actions arising	<p>See item 2. above</p> <p>Actions re: exploring alternate translation services and confirming HSE's commitment to publishing the leaflet – discharged by MM and GW respectively.</p> <p>Outstanding actions from 4th meetings:</p> <p>7(1) IM to explore with TGWU the potential for a dedicated Migrant Worker Action/Helpline – outstanding.</p> <p>7(3) ALL to explore the possibility of providing support to cover printing/distribution costs - discharged.</p> <p>7(4) GW to explore the scope for including the logos of co-opted organisations - outstanding.</p> <p>12(1) GW to invite the secretariat to seek a nominee from the NFU/Scottish FU - outstanding.</p> <p>12(2) GW to invite the secretariat to seek a nominee from the GLA - discharged.</p>
4	Position with migrant worker leaflet	<p>GW:</p> <ul style="list-style-type: none">Advised that HSE's Communications Directorate had confirmed that funding for the leaflet would be available

		<ul style="list-style-type: none"> • Tabled four versions of the leaflet including an A7 (folded) draft. • Advised that issues for the working group were: <ul style="list-style-type: none"> - Format? - Presentation? - Targeting e.g. agriculture/horticulture or generic? - Development of a comms. strategy? - Use of logos? <p>The group agreed to:</p> <ul style="list-style-type: none"> • Adopt the A7 (folded) leaflet format • Seek improvement to the cover photograph • Limit the scope of the leaflet to the ag. sector • Initiate work on developing a comms. strategy; and • Seek advice on the scope for incorporating logos <p>Action: GW to pursue the above.</p>
5	Comms. strategy	<p>See above.</p> <p>Action: Following discussion members invited GW to draft an outline strategy</p>
6	Guidance for SMEs	<p>Members agreed to begin work on draft guidance. Discussion centred on content and format. Members agreed it needed (if possible) to be a free publication - more than an A5 folded leaflet but less than a multi-page booklet.</p> <p>Action: GW to draft initial proposals.</p>
7	Next steps	<p>Members agreed to report on progress to AIAC.</p> <p>Action: MM to draft report for verbal delivery by GW on 19/10/06.</p>
8	Date of future meeting	<p>GW to propose possible dates in early December.</p>
9	A.O.B.	<p>1. MM tabled and members discussed a paper from Lantra on a proposed health and safety training scheme for migrant workers.</p> <p>Action:</p> <ul style="list-style-type: none"> • GW to copy paper electronically to members. • Members to submit comments to GW by 17/10/06 • GW to raise at AIAC on 19/10/06 as part of the group report.

		<p>2. IM requested information on HSE inspection and enforcement activity re: migrant workers.</p> <p>GW advised that this would be covered by the presentation to AIAC on migrant workers requested by the committee at the lasdt meeting.</p>
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