

LOCAL AUTHORITIES HEALTH AND SAFETY FORUM (LA FORUM)

Minutes of the 18th meeting of the LA Forum held on Tuesday 14 November 2006, Hope Room, Rose Court, 2 Southwark Bridge, London SE1 9HS

<u>Present</u>	<u>Representing</u>	<u>Apologies Received</u>	
Robert Parkes (Chair)	HSE	Hope Daley	UNISON
Rosalind Roberts	HSE	Vincent Borg	UNISON
Janet Price (Mins. Secretary)	HSE	Philippa Mann	HSE
Robert Ellis	HSE	Kevin Jewitt	HSE
Allan Parry	TGWU	June Cairns	HSE
Ian Lavery	SoPD	Alistair Dodds	SoPDS
John McClean	GMB		
Jonathan Lloyd	WLGA		
Steve Sumner	LGE		
Marion Johnstone	IOSH		

1. INTRODUCTION

- 1.1 Apologies were received from those mentioned. Robert welcomed Robert Ellis, from HSEs Disease Reduction Programme.
- 1.2 Robert announced this was his last meeting as he was moving to another part of HSE.

2. MINUTES OF THE LAST MEETING AND MATTERS ARISING

- 2.1 Stocktake questionnaire – completed and will be on the EO website later this month.
- 2.2 Green Book Guidance – response from TU Side is awaited. Another meeting is planned for early December to take forward further comments.
ACTION: LGE/WLGA
- 2.3 Newly Elected Members guidance – first draft will be available early December – once agreed it will be circulated to members for comment, hopefully by April 2007.
ACTION: HSE/IOSH
- 2.4 Agenda Item
- 2.5 MTF presentation – Steve to forward to Secretariat for circulation
ACTION: LGE/HSE
- 2.6 HSE Local Authority Strategic Intervention Programme briefing pack 06/07 – some details now available on HSEs website. Members to liaise with

Secretariat if they have problems obtaining a copy. Secretariat to send a copy to Marian.

ACTION: SECRETARIAT

2.7 Arboriculture – Members reported they were still awaiting details from Ag Sector so they could progress this. Ian reported he hoped to add it to the agenda of a Specialist Group he was attending soon. Secretariat to send reminder to Ag Sector

ACTION: SECRETARIAT

2.8 Slips & Trips in Education – the new Education Information Sheet EDIS 2(rev) is now available – Steve to circulate.

ACTION: LGE

2.9 Forum Good Practice Guidance – ongoing

ACTION: HSE/MEMBERS

2.10 as 2.3

2.11 Violence to Parking Attendants – ongoing. Neither HSE nor LGE had had the opportunity to discuss. Members recalled it being discussed in at a past meeting. Secretariat to check and report back to next meeting.

ACTION: SECRETARIAT

2.12 Agenda Item

2.13 Agenda Item

2.14 OH Guidance - Members agreed this was an obvious topic to take forward as part of any new Forum workplan. Members were invited to send in comments and it was agreed it would be the subject of future meetings.

ACTION: MEMBERS/SECRETARIAT

3 PUBLIC SERVICES PROGRAMME (PSP)

3.1 **High Level Events** – London/York – These events had now taken place. Feed back from those members attending was very positive. The aim had been to get the attention of Chief Executives and in large measure, whilst it had been hoped even more CEXs might have attended, this had been achieved. Steve wanted it on record that the staging of the events (organised by Vicky Lucas – CDS) had been very professional, and the venues had been just right. The excellent case- studies from South Tyneside and LB Brent had been well received.

Next Steps: It was agreed that it was important to build on these events. After discussion it was agreed a follow-up letter, from the Forum, should be sent to CEXs asking what action they had taken as a result, and drawing their attention to the Stress Workshops (see below), the “Green Book”, and other Forum “products”. Steve agreed to liaise with Keith Ennis of HSEs LA Sector Engagement team. The aim would be to send this out within the next 6 weeks, after circulation to Forum members. The Forum would also consider

approaching SOLACE again.

ACTION:HSE/LGE

- 3.2 **Stress Workshops** – Members were advised of the forthcoming Stress Workshops: 7 in January 07 tailored to LAs generally, and 2 more planned for February aimed at Social Services Depts [Sects note: the Education Workshops are now complete]. Members expressed the hope that once the workshops were over the momentum would be maintained, especially in relation to social services.

ACTION: HSE/MEMBERS

4. REVIEW OF FORUM

- 4.1 There was a general agreement that the Forum needed to look afresh at its Workplan, especially as one of its original key objectives, engaging with CEXs (and DCLG, WAG, SE etc) had, in large measure, been attained. Members agreed to look at the original ToR for the Forum – circulated - and send comments to Secretariat who would collate for discussion at the next meeting.

ACTION HSE/MEMBERS

5. THE BENCHMARKING TOOL (BMT)

- 5.1 Members heard that some LAs were considering the BMT, whilst others were considering the CHASPI tool. It was felt that LA s needed some definitive steer as which approach to favour. To progress this Ian agreed to speak to Alan Morley, HSE, who is leading on CHASPI, and to discuss further with Steve and Jonathan. Progress to be reported at the next meeting

[Sect Note- Since the meeting Ian has written to Alan Morley as mentioned and is awaiting his reply].

ACTION: HSE/MEMBERS

6. REDUCING RESPIRATORY DISEASE IN KERB, PAVING AND BLOCK CUTTING

- 6.1 Robert Ellis circulated a leaflet 'Cutting paving and kerbstones with rotary cutters' that had just been published by HSE. He wished to promote this leaflet and to gain support from the Forum to take forward his work on reducing respiratory disease in employees who have high dust exposures, such as stonemasons. He explained a forum was being set-up to include organisations already expressing interest, e.g., the Civil Engineering Contractors Association (CECA), Association of Public Service Excellence, Highways Agency and Trade Unions. He hoped LA Forum members would be able to promote this through their organisations too and to offer their views/comments. Members were happy to do so. And Robert hoped a member from the (LA) Forum would

be able attend a project meeting set for the 2nd February 2007

ACTION LGE/HSE/MEMBERS

7. AOB

7.1 Members were informed that HSE had formed a group addressing the issue of asbestos in CLASP school buildings. Several members of the Forum were already part of this group.

8. DATE OF NEXT MEETING

8.1 Thursday 22 February 2007, Hope Room, Rose Court.

Robert finished by thanking everyone for the support they had given him and he gave his best wishes for the future of the Forum.