

LOCAL AUTHORITIES HEALTH AND SAFETY FORUM (LA FORUM)

**Minutes of the 9th meeting of the LA Forum held on
Wednesday 26 November 2003, Rose Room, Rose Court, 2 Southwark Bridge,
London SE1 9HS**

<u>Present</u>	<u>Representing</u>	<u>Apologies</u>
John Cullen (Chair)	HSE	Jonathan Lloyd, WLGA
Alistair Dodds	SoPD	
Steve Sumner	EO	
Mandy Wright	EO	
John McClean	GMB	
John Holden	IOSH	
Ian Lavery	SoPD	
Joyce Edmund Smith	HSC	
Hugh Robertson	UNISON	
Alan Parry	TGWU	
Nikki Hughes	HSE	
Robert Parkes	HSE	
Debbie Thiara	HSE	Observers:
Leanne Wilson	HSE	Sandra Crammond, HSE
(Mins. Secretary)		

1. INTRODUCTION

1.1 John Cullen welcomed members to the meeting, in particular Sandra Crammond who attended as an observer. Apologies were received from non-attendees.

2. MINUTES OF THE LAST MEETING AND MATTERS ARISING

2.1 Minutes of the last meeting were amended to accurately reflect the work of the Scottish Revitalising Forum.

2.2 Update on the Bench Marking Tool. HSL will present the findings of the scoping study at the next meeting.

ACTION: HSE

2.3 European Health and Safety Awards are currently under review; it will not be possible to include an award for LAs in 2004. It was agreed that the review of the workplan will consider how best to make use of the safety week awards.

ACTION: HSE

2.4 HSE are progressing a business case for the publication of the Safety Representatives Charter (SRC).

ACTION: HSE

2.5 Best Value Guidance: EO is undertaking monitoring on BVPIs for the Office of the Deputy Prime Minister. Survey of LAs indicates that there is a wish to have more focus on Health and Safety.

2.7 Business Case - Framework document circulated (see AOB). Jonathan to provide update on Wales at next meeting.

ACTION: WLGA

2.8 SOLACE- Nikki and Debbie met with organisers to discuss opportunities for the SOLACE conference in October 2004. Nikki thanked Joyce for her intervention with the SOLACE conference chair. The conference theme is People, Politics and Performance. Funding of £5,500 will be required in order to take part. Steve Sumner and John Holden volunteered to form a working group to create a package to persuade SOLACE of the merits of our inclusion. IOSH to consider whether they are able to contribute funding, EO to look into the exact cost of talk.

ACTION:IOSH/EO/
HSE

3 9th PRIORITY PROGRAMME

3.1 9th Priority Programme board has been appointed. The board includes amongst others, an LA CE and Hugh. The first meeting is to be held on 22/12/2003.

3.2 It was agreed that information for the EO website will be prepared after the programme board meets.

ACTION: EO

3.3 Work with DFES is now included in the priority programme. Occupational Health in the public sector will be a main focus of work.

4 SECRETARY'S REPORT

4.1 Consultation for CPA will take place in December 2003.

4.2 Dates for future Education Advisory committees have been postponed until the new year. HIFEAC/SEAC will be an agenda item for next meeting of the LA Forum.

ACTION: HSE

4.3 Successful roadshows were held on slips and trips. There has been a positive response to the work on falls from within Trafford.

5 LA FORUM WORKPLAN

5.1 A working group (WG) has been set up to consider the future workplan. Consideration will be given by the WG to be set up for issues relating to Occupational Health. The WG will meet in February 2004.

ACTION: HSE

6 LA STOCKTAKE

6.1 The Stocktake aims to provide a snapshot of what is happening in LAs. By highlighting areas of deficiency it can be used to promote improvement within LAs.

6.2 The format of the questionnaire was discussed, and compared with the work carried out within Scotland. It was agreed that further work on it would be required before it was ready to be sent out.

ACTION: EO

7 ANY OTHER BUSINESS

7.1 Discussion took place surrounding the letters, which have been received in response to the letter to Elected Members. Much positive action has been taken and it was agreed that it would be useful to use this information as the basis of a good practice guide which could be copied to all LAs. It was agreed to copy the letters to all LA Forum members.

ACTION: HSE

7.2 A framework document has been prepared for Scotland. SoDP were keen to canvass opinion regarding the content of the document, and to this end Alistair agreed to circulate the document electronically.

ACTION: SoDP

7.3 EMAS Specialist Inspectors are running a pilot on Hand Arm Vibration shortly. A presentation on this work will be made to a future meeting of the LA Forum.

ACTION: HSE

7.3 A LA's stress related business case was brought to HSE's attention. They calculated the cost of absence related to stress as £4.9 million a year. Nationally stress counts for 6% of the working absence and costs a total of £440 million a year.

7.4 Ian agreed to provide information on the SHAW scheme which operates in Scotland, at the next meeting of the LA Forum.

ACTION: SoDP

7.5 The EO has carried out 2 further successful slips and trips.

7.6 The stress and ill health guide is to be published before Christmas.

ACTION: EO

7.7 The EO is running an Ill-health Roadshow. Dil Sen, EMAS, will provide a presentation on stress.

ACTION: HSE

7.8 Date of Next Meeting 30 March 2004. Fortune Room. Rose Court. 11am