

1.0 Welcome & Introduction

1.1 The Chairman welcomed everyone to the first reconstituted meeting of PABIAC and thanked Mr McLellan and D.S. Smith Packaging for hosting the meeting.

1.2 All those in attendance introduced themselves giving a brief outline of the roles they hold in their respective organisations.

2.0 Apologies for Absence

2.1 Apologies were read from; Peter Ellis of Unite and Simon Ellin from The Recycling Association.

3.0 Terms of Reference

3.1 Members had copies of two Terms of Reference Documents. One that referred to the PABIAC Strategic Committee (PSC), and the other, outlining the role of the Industry Delivery Committees (IDC).

3.2 Mr Hudspith suggested a slight re-wording of the PSC document so it was clear that the umbrella committee was the PSC and that those members who sit on the delivery committees are part of the PSC. The Committee agreed it was important to differentiate.

3.3 Members agreed that the wording in the IDC document wholly represented the role of the IDC.

3.4 A general discussion was held on communicating with industry, and how the Committee should develop PABIAC's brand image.

3.5 It was suggested communicating with industry through e-bulletins and e-mail. Ms Welsh said she intended - after the minutes had been produced - summarising them with bullet points and e-mailing the abridged version to members to cascade to their contacts so more people became aware of what PABIAC had discussed without them having to access HSE's website for the full minutes, which did not appear until they had been agreed fully.

3.6 Also discussed was building up a database of contacts in the industry to distribute messages through and text messaging. Ms Welsh said she was updating the paper and PABIAC pages on HSE's website and suggested members had a small photo of themselves with a short profile attached so industry could actually see those who were representing them at PABIAC.

3.7 Mr McLellan said that the committee should be seen to be supporting its own industry and posters should be produced to promote PABIAC and what it is doing, so those on the shop floor or without access to the internet would also be kept informed.

4.0 Making a Difference 2012-2014

4.1 Strategy Document Discussion

Ms Welsh explained how the 2008-2011 "Making A Difference" strategy had been re-worded in line with HSE's 'Be Part of the Solution' strategy and industries indicated priorities. A discussion was held on the newly formulated strategy that Ms Welsh & Mr Braund had drafted. It was suggested that the photographs on the cover of the document showed the human element not just photos of different types of papers.

The title, Making A Difference was discussed and whether it needed to be changed to show the Committee was moving into a new phase.

It was agreed that the brand, PABIAC needed to be prominent on the front page. Members suggested they could discuss this with their own creative

departments and if other ideas were forthcoming they would forward these to Ms Welsh and Mr Braund.

It was agreed that the 2nd page of the document need not be much different to the front cover. An additional sentence or two for more depth of what the document was about would suffice on the 2nd page.

On the third page, it was agreed that We Will Deliver would be the title and the words 'where appropriate' would be eliminated from the first sentence.

On page 9 it was agreed that reference to CBI would be altered to CPI/RA.

On page 12 – Appendix 4 – it was agreed the statistics should reflect the improvements in what PABIAC have achieved without indicating that enough had been done so their was no need for improvement.

On page 13 - it was agreed that recommended tools to support the strategy would be decided upon, once a decision on what the Objectives were going to be, had been made.

4.2 Objective Setting – The Targets

Draft objectives were presented to the committee. These had been formulated through discussions with industry and the former PABIAC committee.

A discussion was held on whether signing a pledge to show support for the new Strategy was a good idea or not. It was suggested by Mr Hudspith that if it was decided that members signed a pledge, it must be site specific, not just the head office site of a company agreeing to it. It was agreed that if the pledge initiative did go ahead unions at each particular site would also endorse it.

4.21 Objective 1 – Near Miss Systems

A discussion was held on how this topic could be formulated into an Objective. It was realised that whatever was decided it must be achievable across the board and be measurable. It was decided that Near Misses would be the first Objective area. As part of this objective there was a need for companies to put in place a reporting procedure, a follow up procedure and have a continuous improvement element to it.

4.22 Objective 2 – Accident Reduction

This topic was debated and it was decided that the Industry Delivery Committee would fix their own numeric target to reflect what was happening in their sector of industry. A general discussion was held on the potential changes in reporting accidents and how this may affect the numbers reported. It was suggested this Objective could have two levels, level 1 - a percentage in the reduction of accidents and level 2 – an aim to be lower than that of the manufacturing average.

4.23 Objective 3 – Occupational Health

This Objective was included in the last Strategy but it was agreed 2 years into the previous strategy meaning there was less time to progress it and work to make further improvements was still needed.

It was agreed that an occupational health objective was needed with a few modifications to reflect the developing nature of the topic. In addition the following points were raised:

- a) The need to focus on the management element of the Objective.
- b) Consult experts from other manufacturing industries who have already done work in this area.

- c) Source an inspirational speaker for the Strategy launch in November 2011.

4.24 Objective 4 - Leadership/People Involvement

The Institute of Directors (IOD) guidance was discussed and the merits in using the key areas outlined in the document as a basis for this objective. Discussions included issues such as Directors roles in establishing and monitoring Key Performance Indicators (KPIs) in their organisations and how to engage with employees. Further discussions were held on companies and organisations signing a Pledge document that demonstrates the company's commitment to helping to achieve the strategy. It was agreed that the signatories would have to report back their results and findings to PABIAC via the CPI on a six monthly basis. Further work was needed on this objective so a further draft would be submitted to the committee via email for consultation and agreement.

4.25 Objective 5 – Competency & Training

A discussion was held in relation to the role of NVQ's and the qualifications that have replaced them. Members discussed competency and perceptions of competency. It was suggested that lessons could be learned from other manufacturing industries like the glass industry or the quarry industry where they already have excellent training and competency programmes. Further work was needed on this objective so a further draft would be submitted to the committee via email for consultation and agreement.

4.3 **Strategy Launch**

Mr Braund spoke briefly about the launch of the Strategy Document that is to be held on November 8th at the bi-ennial Health & Safety Conference. Judith Hackitt, Chair of HSE, will carry out the launch.

The whole event will be built round the PABIAC Strategy and will focus on good practice with motivational speakers in attendance. The Strategy Document will commence on January 1st 2012.

5.0 **Date for the Next Meeting**

5.1 It was agreed the next meeting would be held at SCA in Manchester (subject to the room being available) on **Thursday 29th September 2011**.

5.2 The Chair concluded by thanking Mr McLellan for his support, hard work and contribution to PABIAC over the years as this was his last meeting before his impending retirement.