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## **ADVISORY COMMITTEE ON TOXIC SUBSTANCES**

### **ACTS Open Meeting - Finalisation of arrangements**

**A Paper by Nick Summers, ACTS Secretariat**

**Cleared by John Thompson on 24 June 2003**

#### **Issue**

1. The first ACTS public open meeting is to be held on Friday 17<sup>th</sup> October 2003. Agreement of the agenda for the open meeting is sought, as are volunteer members to make the various presentations that will form the core sessions of the meeting.

#### **Timing**

2. The agenda needs to be agreed in good time to allow Secretariat to send joining instructions to public attendees in mid-August. Speaker's names (ACTS members) need to be allocated to the various sessions during the ACTS meeting on 10<sup>th</sup> July.

#### **Recommendation**

3. Members are encouraged to discuss and agree an agenda for the open meeting that will meet the objective of helping the public have a greater understanding of the work of the Committee. As a starting point, a draft agenda is attached at Annex 4. The four members who volunteered to form a steering group to assist Secretariat in taking forward preparations for the open meeting have already been consulted.

#### **Background**

4. A discussion paper on the ACTS open meeting was presented to the Committee on 13<sup>th</sup> March 2003 ([ACTS/06/2003](#)). The paper explained the need to hold at least one open meeting each year. It also set out proposals for the timing, venue, target audience, format and promotion of the first ACTS open meeting. It was agreed to hold the meeting at HSE's Rose Court office on Friday 17<sup>th</sup> October, during European Week

for Safety and Health at Work 2003.

5. It was agreed that the open meeting should take the format of a series of presentations, concentrating where possible on the Commission's Revitalising agenda. Four key subject areas were accepted as appropriate for the presentations/agenda:
  - European Week for Safety and Health 2003;
  - What ACTS is (including its terms of reference, aims, new work plan and links to HSC/E's Chemicals Strategy);
  - An in-depth look at one specific work plan issue: asthma; and
  - How can ACTS make a difference in the workplace? – an interactive session.
6. Secretariat has taken forward the promotion of the open meeting as agreed in March. An invitation letter (see Annex 1), developed in consultation with the ACTS steering group, has been sent to the 39 organisations listed in Annex 2. This list includes the additional organisations proposed by members in March. It is not too late for members to suggest additional organisations. A publicity article was included in the June edition of the HSE newsletter [Toxic Substances Bulletin \(TSB\)](#) - this has already generated interest. The open meeting has been entered in the "[current events](#)" diary on the homepage of HSE's website. A paragraph promoting the meeting has been added to the [ACTS](#) page on the HSC/E website. Finally, a flyer (Annex 3) has been developed, again with the help of the steering group. The flyer is already attached (via a hyperlink) to the two web pages referred to above. Organisations and ACTS members are being encouraged to forward the flyer to their own networks. For example, the TUC have offered to circulate it to union health and safety specialists and will use it as the basis of an article in their newsletter. ACTS members are encouraged to use their contacts to similarly publicise the open meeting in other newsletters/journals.
7. For the meeting, the Rose and Globe conference rooms (HSE, Rose Court, London) have been booked. The partition between these rooms can be removed to accommodate between 60 (sitting at tables) and 90 (cinema style) people. These figures will have to include ACTS members, official observers and HSE officials/Secretariat, so reducing the potential public audience to between 32 and 62 (based on normal attendance). A third (Fortune) room has also been booked for the open meeting. It is proposed to use this room for registering attendees as they arrive. A display of relevant panels (e.g. on ACTS related topics such as COSHH, asbestos etc) and a selection of free leaflets will be set-up in this room for visitors to browse whilst awaiting the start of the meeting. Arrangements are also in hand to provide working demonstrations of *electronic-COSHH Essentials*.

## Argument

8. A draft agenda has been formulated in consultation with the ACTS steering group. This is attached for discussion and agreement (Annex 4). It takes account of what was agreed in March (see paragraph 5) but also includes one additional session titled "How ACTS members represent your interests?". This session is designed to ensure the maximum numbers of members are involved in the meeting, and at the same time will provide an opportunity for the different organisations that members represent to explain how they view ACTS and how they approach its work. A similar session was very successful at the ACDS open meeting.

9. When responding to the invitation letter, flyer or TSB article, potential attendees have been asked to provide details of any relevant topics or issues that are of particular interest to them. This will provide an opportunity to refine the agenda should there be any recurring themes not currently covered. It will also provide advance warning of any issues that are likely to feature in the final question and answer session, so allowing any necessary preparation or pre-briefing to take place.
10. Should demand for seats considerably exceed availability (see paragraph 7), consideration will be given to finding an alternative venue, e.g. a suitable London hotel or conference centre. However cost will be the limiting factor, with a need to keep these proportionate to the purpose of the event itself.
11. It is regrettably not possible to provide lunch for the public attendees at the close of the meeting. The reason for this is a logistical rather than financial one, due to the security demands and issues that would arise with potentially 60 members of the public requiring escorting/supervision within HSE's premises.

### **Consultation**

12. This has been carried out via the members who volunteered in November 2002 to be part of the steering group. Further consultation with the steering group and those members who agree to make presentations at the open meeting will be necessary.

### **Evaluation**

13. Evaluation of the first open meeting will be vital to steer the strategy and planning for subsequent open meetings. It is proposed to develop a questionnaire/feedback sheet for completion by attendees.

### **Costs and Benefits**

14. Costs of holding the open meeting will be proportionate to the event itself and will come out of the existing budget, which will be the limiting factor should the suitability of Rose Court as a venue come into doubt, e.g. excessive demand for seats. The open meeting will raise the public profile of ACTS and their work, particularly its new work plan and HSC/E's Chemicals Strategy. The event will also publicise, and provide ACTS with an opportunity to contribute to, European Week for Safety and Health 2003.

### **Financial/Resource Implications for HSE**

15. Should numbers of public attendees be high then there will be additional resource demands on HSE/Secretariat, e.g. security issues, escorting visitors and ensuring they remain within designated areas of Rose Court. Both Secretariat and those members who agree to make presentations at the open meeting will be required to liaise closely in the run-up to the event, i.e. ensuring visual aids and handouts are adequately prepared, and speakers adequately briefed etc.

### **Action**

16. Members are asked to:

- Forward the advertising flyer (Annex 3) to their organisations/networks and use it, where possible, as the basis for articles in newsletters (Secretariat can provide the flyer electronically if required);
- Suggest additional organisations (i.e. any not listed in Annex 2) who have not already been sent an invitation letter (Annex 1);
- State any preferences on room layout for the open meeting, e.g. cinema style or individual tables (i.e. with an ACTS member plus seven public attendees on each table?); and
- Make suggestions on, or volunteer to provide, material that could be used for the static display for attendees to browse whilst awaiting the start of the meeting.

Policy Group  
Chemicals & Flammables Policy Division

Your reference:

Our reference:

23 June 2003

ACTS Secretariat: 020 7717 6780 (Direct)

Dear

**INVITATION TO ATTEND THE FIRST OPEN MEETING OF HSC's  
ADVISORY COMMITTEE ON TOXIC SUBSTANCES (ACTS), 17 OCTOBER 2003**

The Advisory Committee on Toxic Substances (ACTS) was established in 1977 to provide the Health and Safety Commission (HSC) with independent advice concerning the control of risks arising from the supply of, or exposure to, toxic substances at work. Over the last decade or so ACTS has been associated with the setting of occupational exposure limits (OELs) for use with the Control of Substances Hazardous to Health Regulations. Whilst this work has been valuable, the current ACTS work plan extends its remit much wider including, for example, working with HSE on taking forward a strategy on preventing occupational cancer, skin disease and respiratory disease as well as promoting the innovative internet based tool, electronic COSHH Essentials.

ACTS is to hold its first public open meeting on **Friday 17<sup>th</sup> October 2003**. This date has been chosen because it coincides with *European Week for Safety and Health 2003*, which this year takes the theme "prevention of risks caused by dangerous substances". This is highly relevant to the work of ACTS, whose aim it is to stop people being made ill from exposure to substances at work.

The purpose of this letter is to invite a representative from your organisation to attend the open meeting. ACTS intends to use the meeting as an opportunity to promote and explain its role, aims and work plan. The meeting will consist of a series of presentations given by ACTS members, followed by a session when attendees will have the opportunity to raise any relevant matters and question ACTS members. The exact agenda is still to be finalised, but it is likely to include specific sessions on:

- The role of ACTS (remit, aims and achievements);
- The current ACTS work programme;
- European Week for Safety and Health 2003; and
- Occupational asthma.

The open meeting will be held on the morning of Friday 17<sup>th</sup> October at HSE's Rose Court office in London. Seats will be allocated in advance, on a first-come first-served basis. If you wish to attend the event **please return the slip below to ACTS Secretariat by Friday 15<sup>th</sup> August**. You may

nominate more than one individual, however if demand is high you may only be offered one seat. We will send you confirmation nearer the time, together with the agenda and a location map.

Information about ACTS, including details about past meetings, can be found at: <http://www.hse.gov.uk/aboutus/hsc/iacs/acts/index.htm>. Further information about *European Week for Safety and Health at Work 2003* can be found at: <http://www.hse.gov.uk/euroweek/index.htm>

Yours faithfully

**John Thompson**  
**ACTS Secretary**

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**ACTS Open Meeting, 17 October 2003**

We would/would not\* like to attend the Open Meeting.

Name(s) of attendee(s): (1) .....  
(2)\*\* .....

Organisation: .....

Address: .....  
.....

Email: ..... Telephone: .....

Please list any particular interests, topics or issues relevant to the work of ACTS: .....  
.....  
.....

**Please return, no later than 15<sup>th</sup> August 2003, by either:**

**Post to:** ACTS Secretariat, Health & Safety Executive, 7NW Rose Court, 2 Southwark Bridge, London SE1 9HS;

**Fax to:** ACTS Secretariat, 020 7717 6190; **or**

**Send an email to:** [naseem.walji@hse.qsi.gov.uk](mailto:naseem.walji@hse.qsi.gov.uk)

\* Delete as appropriate; \*\* If nominating two attendees, please note that if demand is high only one seat will be offered.

**Organisations invited to attend the ACTS open meeting**

**1. Trade Associations (connected to the chemicals industry):**

- Association of British Pharmaceutical Industry (ABPI) - see: <http://www.abpi.org.uk/>
- British Adhesive & Sealants Association
- British Aerosol Manufacturers Association
- British Association for Chemical Specialities
- British Cement Association
- British Chemical Distributors & Traders Association Limited - see: <http://www.bcdta.org.uk/>
- British Chemical Engineering Contractors Association
- British Coatings Federation Ltd
- British Colour Makers Association
- British Compressed Gases Association
- British Healthcare Trades Association - see: [www.bhta.com](http://www.bhta.com)
- British Plastics Federation
- British Polyolefin Textiles Association
- British Pyrotechnists Association
- British Rubber Manufacturers' Association
- Cast Metals Federation – see: [www.castmetalsfederation.com](http://www.castmetalsfederation.com)
- Chemical Industries Association (CIA)
- Composites Processing Association
- Construction Products Association
- (The) Cosmetic Toiletry & Perfumery Association Ltd
- Engineering Equipment & Materials Users Association
- Federation of Environmental Trade Associations – see: [www.feta.co.uk](http://www.feta.co.uk)
- Iron & Steel Trades Confederation – see: [www.istc-tu.org](http://www.istc-tu.org)
- (The) Kaolin and Ball Clay Association
- Mechanical & Metal Trades Confederation
- National Sulphuric Acid Association Ltd (affiliated to the CIA)
- National Microelectronics Institute - see <http://www.nmi.org.uk/>
- (The) Photo Imaging Council - see: [www.pic.uk.net](http://www.pic.uk.net)
- Quarry Products Association
- The Society of Chemical Industry
- Society of Dyer & Colourists
- Society of Motor Manufacturers' Association - see: [www.smm.co.uk](http://www.smm.co.uk)
- Solvent Industry Association (affiliated to the CIA)
- Silica and Moulding Sands Associates
- Specialised Organics Chemicals Sector Association (part of CIA)
- UK Cleaning Products Industry Association

**2. Other business/worker organisations:**

- Trade Unions
- Confederation of British Industry (CBI)
- Federation of Small Business
- (The) Forum of Private Business – [www.fpb.co.uk](http://www.fpb.co.uk)
- Local Government Association

**3. Professional Bodies/Research Bodies/Charities:**

- RoSPA
- British Safety Council
- CIEH (Chartered Institute of Environmental Health) - see <http://www.cieh.org/>
- Institution of Occupational Safety and Health (IOSH)

## **ANNEX 2: Invitees**

- IOM (Institute of Occupational Medicine) – see <http://www.iom-world.org/>
- Institute for Environment & Health (IEH)
- BOHS (British Occupational Hygiene Society) – see <http://www.bohs.org/>
- Association of Occupational Health Nurse Practitioners (AOHNP)
- Royal College of Nursing (Occ. Health Branch)
- (The) Faculty of Occupational Medicine - [www.facocmed.ac.uk](http://www.facocmed.ac.uk)
- Royal College of Physicians – see <http://www.rcplondon.ac.uk/>
- Royal Environmental Health Institute of Scotland (REHIS) – see <http://www.royal-environmental-health.org.uk/>
- Society of Occupational Medicine – see <http://www.som.org.uk/>
- Royal Society of Chemistry - [www.rsc.org](http://www.rsc.org)

**Note: Members were invited to suggest other potential organisations ([ACTS/06/2003](#))**

## **FIRST OPEN MEETING OF ACTS**

The [Advisory Committee on Toxic Substances](#) (ACTS) was established in 1977 to provide the Health and Safety Commission with independent advice concerning the control of risks arising from the supply of or exposure to toxic substances at work. It has a work plan which aims to "stop people being made ill at work". Through this work plan, ACTS aims to work with HSE to develop initiatives that will prevent ill health at work, particularly on occupational cancer, skin disease and respiratory disease.

ACTS discharges its responsibilities through formal meetings of the committee and through the work of a number of subcommittees. ACTS will hold its first public open session in the London headquarters of HSE on the morning of:

**Friday 17 October 2003**

The open meeting will coincide with [European Week for Safety and Health 2003](#), which this year takes the theme "prevention of risks caused by dangerous substances". This is highly relevant to the work of ACTS, whose aim it is to stop people being made ill from exposure to substances at work.

The open meeting will include presentations on the current ACTS work programme, during which it will be explained that the remit of the Committee is now much wider than setting OELs. There will be an opportunity to put questions to Committee members and HSE officials.

For security reasons and to ensure sufficient seating is available, if you wish to attend, please apply in advance by contacting ACTS Secretariat by either:

**e-mail:** [naseem.walji@hse.gsi.gov.uk](mailto:naseem.walji@hse.gsi.gov.uk);

**tel:** 020 7717 6780;

**fax:** 020 7717 6190; or

**write to:** ACTS Secretariat, HSE, Floor 7NW, Rose Court, 2 Southwark Bridge, London SE1 9HS.

Please provide, by 15<sup>th</sup> August 2003, the following: your full contact details (address/email/tel); your job title and whom you will be representing (e.g. organisation, trade association etc). It would also be helpful if you could provide details of any particular interests, topics or issues you have that are relevant to the work of ACTS. Seats will be allocated on a first-come first-served basis. We will contact you nearer the time to confirm that you have been allocated a seat and to provide the agenda and location details. It will not be possible to simply turn up on the day if you have not pre-registered.

**ADVISORY COMMITTEE ON TOXIC SUBSTANCES (ACTS)**

**OPEN MEETING - 10.30 AM FRIDAY 17<sup>th</sup> OCTOBER 2003**

**VENUE: HSE HQ, ROSE COURT – ROSE/GLOBE ROOMS**

**AGENDA**

**Open meeting of ACTS at 10.30am on Friday 17 October 2003 in the Rose/Globe conference rooms, Health and Safety Executive, Rose Court, 2 Southwark Bridge, London SE1 9HS**

	<b>Registration and coffee</b>	<b>10.00 - 10.30</b>
<b>1</b>	<b>Welcome and introduction</b> <i>Chair: Sandra Caldwell</i>	<b>10.30 - 10.40</b>
<b>2</b>	<b>Role of ACTS: Remit, aims and current work plan</b> (including HSC/E's strategy for dealing with hazardous substances) <i>Secretary: John Thompson</i>	<b>10.40 - 11.00</b>
<b>3</b>	<b>European Week for Safety and Health 2003</b> <i>ACTS member: (speaker to be agreed)</i>	<b>11.00 - 11.10</b>
<b>4</b>	<b>Work program spotlight: Asthma</b> <i>ACTS member: (speaker to be agreed)</i>	<b>11.10 - 11.30</b>
<b>5</b>	<b>How ACTS members represent their sector's interests:</b> <b>CBI - (speaker to be agreed)</b> <b>TUC - (speaker to be agreed)</b> <b>LGA - (speaker to be agreed)</b> <i>(Members' points of view/approach to the work of ACTS)</i>	<b>11.30 - 11.50</b>
<b>6</b>	<b>Open session: Audience comments and questions -</b> Theme: "How can ACTS make a difference in the workplace?" <i>(Your chance to comment or question the Committee)</i>	<b>11.50 - 12.35</b>
<b>7</b>	<b>Summary and close</b> <i>Chair: Sandra Caldwell</i>	<b>12.35 - 12.45</b>
	<b>Depart</b>	<b>12.45</b>