

Advisory Committee on Toxic Substances Secretary's Report			ACTS/38/04
Meeting date:	25 November 2004	Open Govt. Status:	Fully Open
Exemptions:	None	Type of paper	Information

HEALTH AND SAFETY COMMISSION

ADVISORY COMMITTEE ON TOXIC SUBSTANCES

Secretary's Report (following meeting on 8 July 2004)

Min. Ref	What	Action by whom	Progress	Deadline
3.2	HSE to find out whether the Stress Management Standards consultation document (issued on CD-ROM) is available in a non-electronic format.	ACTS Secretariat	In addition to the CD-RoM, hard copies of the CD were available from HSE Books and there was also a website module. We do apologise that this information was not passed on to members sooner.	
3.2	HSE will take account of comments from ACTS members on HSC's Strategy and the Chemicals Programme when developing the next phase of the ACTS work plan.	ACTS Secretariat	Views will be included in the updated workplan to be discussed in March 2005.	
4.2	HSE to send ACTS members information to explain the basis of the amended list of OESs for deletion/retention.	HSE	On 20 July, tables listing OESs, and comments relating to the recommendation to delete or retain each OES were sent to ACTS members who expressed an interest.	
4.2	HSE to put proposal for changes to OEL framework to HSC.	HSE	The proposals are on the agenda as a below the line paper for the 9 November Health & Safety Commission meeting	
4.2	HSE will consult ACTS members on the next phase of the work – the development of appropriate guidance to accompany the revised COSHH Regulations and ACoP.	HSE	Preliminary discussions took place at the 4 October OEL Subgroup meeting. ACTS members will be consulted in the New Year.	
5.2	HSE undertook to ensure that there would be guidance on peak exposures to accompany the new OEL for subtilisins.	HSE	In hand.	

6.2	Open meeting – HSE will reconsider the issues of providing lunch to members of the public, the seating arrangements and how members of the public will contribute. ACTS members will be consulted on a revised proposal.	ACTS Secretariat	ACTS members were advised of the new plans for the open meeting by email in July 2004.	
6.2	HSE will circulate to ACTS members a draft list of commonly used abbreviations for comments.	ACTS Secretariat	Draft circulated to members.	
6.2	Full meeting papers will be circulated to public attendees.	ACTS Secretariat	On-going	
7	HSE to complete the consultation of ACTS members and then circulate options on the way forward for the committee's comments.	ACTS Secretariat	Proposals circulated to ACTS members on 26 October 2004.	
8.2	ACTS volunteers are asked to comment on proposals to develop COSHH Essentials sheets.	ACTS volunteers	Done.	
8.2	ACTS Secretariat will act on comments received and incorporate them in phase two of the ACTS work plan.	ACTS Secretariat	Workplan updated with details of initiatives to date is included in paper ACTS/37/2004. This issue will be included again in the next phase of the workplan.	
9	HSE to circulate a list of criteria against which ACTS volunteers should judge the HSE Chemicals web site.	HSE	In hand. Criteria have been developed and will be presented at the Open Meeting	
9	HSE to develop a Communications Plan to accompany the proposal.	HSE	HSE has developed a Promotions Strategy for the Chemicals web site.	
9	ACTS members, who volunteered, to pilot the web site in the Autumn.	ACTS Members		
10.2	WATCH Secretariat to provide a short paper for each ACTS meeting in future.	WATCH Secretariat	Ongoing. ACTS members were informed about the cancellation of the November WATCH meeting by email.	