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HEALTH AND SAFETY EXECUTIVE

AGRICULTURE INDUSTRY ADVISORY COMMITTEE (AIAC)

Discussion paper: Specification and criteria for membership of the AIAC

**Paper presented to AIAC on 3 November 2015
by Rick Brunt (HSE) Head of Agriculture**

Issue

1. In recent meetings AIAC members have asked questions about the criteria for membership of the committee and the potential contribution other organisations may be able to make to the delivery of AIAC objectives and functions. This paper offers a framework for discussion and agreeing the criteria for future membership of the committee.

2. This paper is presented to stimulate discussion and should be considered in conjunction with AIAC 11/11/02. We should also recognise the hiatus in consideration since that paper was presented to AIAC. The discussion builds on the review of membership initiated by Graeme Walker in response to AIAC 11/11/12, and also takes account of more recent developments through the Farm Safety Partnerships and FISA.

Action

3. Members are invited to consider the proposed criteria for membership of AIAC set out at Annex 1 and, through discussion, to develop and agree a final set of criteria for future membership of the committee.

Background

4. The AIAC has been part of HSE's arrangements for stakeholder engagement for approximately 30 years. It was the first advisory committee to be established by Health and Safety Commission (HSC), taking over the role previously carried out by a joint consultative committee run by MAFF (now Defra).

5. The Committee was last reconstituted in 2005 at which time its current membership and working group structure were established. The current membership is set out at Annex 2.

6. There is no current corporate guidance on the administration and governance of HSE advisory committees (including IACs). Previous guidance ceased to apply with the merger of the HSC and the HSE in 2008. In the absence of other guidance, it is still used as a point of reference.

7. An internal review of advisory committees carried out in late 2010 concluded amongst other things that:

- There is uncertainty over the rules governing the appointment and tenure of members;
- Membership appears to be largely historic and there are no obvious mechanisms in place for changing the composition of membership other than retirement or resignation.

8. In the absence of current guidance on the administration and governance of committees, the nature, terms of reference and extent of the committees have evolved over time.

9. In June 2009, Members agreed to interim proposals on the future membership of the AIAC and its working groups. including:

- a) Arrangements for periodic review and reconstitution of the AIAC and its membership;
- b) Arrangements for proposing new members to represent important otherwise unrepresented stakeholders;
- c) An overall limit to the size of the committee;
- d) Arrangements for setting up (and closing down) task and finish Working Groups; and
- e) Arrangements for terminating membership on the basis of non-attendance.

10. In addition over the last 2–4 years the establishment and development of the three Farm Safety Partnerships (FSPs), and the Forestry Industry Safety Accord (FISA), across Great Britain has brought about significant changes to how HSE interfaces with the wider agricultural industry, the methods for dissemination of key messages, and the tactical approach to improving the industry's health and safety performance.

Current position

11. The AIAC consists of 16 members plus observers, advisors and Secretariat support. Committee members and HSE have previously agreed that this is the optimum number of seats for efficiency and effectiveness and should not be exceeded. Note that 16 members currently represent 12 member organisations.

12. Whilst HSE believes it is important to retain the tripartite core of the AIAC, through the involvement of NFU (employers) and UNITE (employees) membership it also believes it is important to have wider representation to

better reflect the changes in the structure of the industry and inform development and delivery of the Agriculture Sector Strategy.

13. The most recent record of an approach (by AIAC) to a potential new member was in summer 2013 when the Tenant Farmers Association was invited to join AIAC. The invitation was considered by TFA and declined on the basis that they felt they could make a greater contribution via the FSP.

14. It is also important to keep membership under review and, as necessary, to refresh membership from time-to-time.

15. The only standing committee of AIAC is the Arboriculture and Forestry Advisory Group (AFAG), which remains to ensure representation of arboriculture in the wider strategic views of HSE (other parts of the industry being represented by FSPs and FISA).

16. Although previous discussions at AIC indicated the desire to do more work via “task and finish” group, in reality there has been little activity in recent years, the majority of development work being undertaken via the FSP working groups. While this may present the appearance that AIAC is deferring its work to the FSPs, it must be noted that all AIAC members are also FSP members, and as such this is a function of the tactical and development work being undertaken at the most appropriate level.

17. The Committee Terms Of Reference (TOR) (as at April 2011) are set out in Annex 3. While these may benefit from updating to reflect recent changes, fundamentally the role of the committee remains the same. Key points are to support HSE’s strategy for agriculture; to support the farming industry (via the FSPs?) to achieve strong leadership in the industry; to provide an industry specific perspective to keep HSE abreast of technical developments and future trends; and for members to translate and disseminate the strategy through their constituencies.

18. Previous discussions at AIAC concerning the role and TOR of the committee have concluded that the role should focus on the more strategic elements of improving the industry’s performance, and should support other organisations in the tactical approach to securing improvements.

19. It follows that members, and prospective new members, should be considered against a range of criteria that indicate the extent of their potential contribution to those functions, and the recognition that they may already make a similar contribution through other avenues.

20. Members are asked to consider the criteria set out in Annex 1 and following discussion at the November 2015 meeting, to agree a final set of criteria for membership of the committee.

Contact

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October 2015

Selection criteria for new members.

1. Prospective members must be measured and scored against the following criteria.

a) Reason for considering this particular organisation:

- Can the organisation support delivery of a strategic business objective or work stream – e.g. is the *raison d'être* of organisation clearly linked to one or more strategic themes. Is it likely that the success of a project may depend upon engagement with this particular stakeholder.
- Is there a potential reputational risk – is the stakeholder a lobbying organisation, a policy influencer, highly influential? Are they able to have a positive influence on AIAC's reputation, or, in the absence of engagement, damage it?

b) Level of importance of this organisation in terms of delivery of the overall agriculture strategy:

- Critical
- Very important
- Has a role to play

c) Stakeholder category:

- Corporate stakeholder – selected as one of the limited number of organisations that have formal arrangements with HSE in place (lead contact, partnership agreement, and regular Board/SMT contact).
- National – a recognised organisation with a developed network covering most parts of the country.
- 'Regional' - significant regionally based organisation (including devolved Administrations)
- Local – significant local organisation with no relationship with any national or regional organisation. Has no national responsibility.

d) Current level of engagement/ interest, if known.

- Very high - level of interest and support for H & S demonstrably very high over a prolonged period. Existing evidence of taking leading role with little, if any, demand on HSE resources.
- High - level of interest and support for H & S demonstrably high on specific issues. Has contributed positively to delivering HSE objectives following influence by HSE.
- Medium - Do they routinely lobby on behalf of HSE and/or health and safety?

- Low - little proactive interest, but has supported some initiatives provided clear steer and continuous HSE pressure/encouragement applied.
- Very Low - Past performance - is there a history of unfruitful contacts and / or broken promises?
- Nil/Not known - No previous contact

2 The committee should assess potential members against these criteria and agree a ranking based on the extent to which they meet the criteria. In particular the ranking should be taken in respect of whether the organisation is a good fit for being a long term member of the AIAC committee. There will undoubtedly be occasions when organisations meet the criteria for a short term project or goal but not necessarily the longer term activities, in which case consideration can be given to inviting them to a task and finish group.

a) Overall rankings are likely to fall into one of the following 5 categories to assist on the decision of whether to invite an organisation to join AIAC

Exceeds criteria	4
Fully meets criteria	3
Meets most criteria	2
Partially meets criteria	1
Does not meet criteria	0

b) Organisations that exceed or meet criteria can be considered as exemplary or strong performers and are good candidates for invitation to AIAC. They are likely to have some or all of the following features:

- Best practice, proactive organisation; leaders in their field who are highly influential to H & S agenda. Able to demonstrate significant evidence of high level strategic intervention and long-term engagement and support for HSE/health and safety.
- Can cite examples of relevant strategic and tactical examples/evidence such as:
 - Programme of own farm safety & health training events
 - Distribution of HSE advice and guidance through partner networks and channels
 - History of Joint activity with HSE – e.g. exhibiting at trade shows and exhibitions
 - Hosting of relevant farm safety seminars and conferences
 - National advertising and PR campaigns targeting primary MTP audiences
- Fully able to develop and deliver initiatives/activities providing clear briefing and material is available
- Have a major role in their constituency and well developed communications channels?

c) Organisations that do not have most or all of these features are (i.e. “meet most”, “partially meet” or “does not meet” are unlikely to be suitable for

Annex 2

AGRICULTURE INDUSTRY ADVISORY COMMITTEE – Membership as at November 2015	
Chair	
HSE	Head of HSE Vulnerable Workers, Agriculture, Waste & Recycling – Rick Brunt
Members	
NFU	3 members
UNITE	3 members
LANTRA	1 member
Assoc of British Insurers / NFU Mutual	1 member
BRC	1 member
National Federation of Young Farmers' Clubs (NFYFC)	1 member
National Association of Agricultural Contractors	1 member
IOSH	1 member
Landex	1 member
AFAG/Confor	1 member
Vacant*	1 member
Vacant*	1 member
Advisors	
HSE	Heads of HSE Sector FAAM and HELP Teams
Observers	
DEFRA	
HSE Northern Ireland	
<p>WORKING/PROJECT GROUPS:</p> <ul style="list-style-type: none"> • Nominally constituted for a fixed period of time to deliver agreed workplan outcome(s) / objective(s). • Meeting frequency - <i>Ad-hoc</i> and only meeting as/when required. • Small membership which varies depending on issue/topic. • May be made up of existing members or 'experts' from the industry. Project leader is nominated by main committee and is responsible for reporting progress. 	
* - Vacant seats based on 16 members and AEA and BAGMA standing down from main committee.	

AIAC Terms of Reference (As at April 2011)

The Committee TORs are:

- To support the HSE Strategy and the Agriculture strategy by providing industry input as to how we can achieve a reduction in the number of deaths in the farming and wider land based industries in the longer term and promote changes in behaviour and culture in the industry;
- To support the Farming Industry Working Group to achieve stronger leadership in the industry and ownership of the problem and solutions in health and safety in farming;
- Bring an industry specific perspective to keep HSE abreast of technical changes, the rate of change and identify future trends in the land based sector.
- To contribute to working groups to deal with specific issues on a task and finish basis as appropriate.
- Translate and disseminate the Board's priorities to its constituencies to:
 - Reduce the number of fatalities, major injuries and days lost caused by injuries and work related ill health in agriculture;
 - Support the delivery of HSE's strategy and the Agriculture Strategy
 - Promote a culture change resulting in an agriculture industry which recognises and accepts that high standards of health and safety are an integral part of successful business practice;
 - Promote better understanding and recognition of the risks to the health and safety of farmers and farm workers;
 - Share information on new strategies and approaches for reducing the risks; and
 - Build partnerships and commitment for future work.