



# NOTES OF MEETING

Date: 9 June 2011	Location: HSE Birmingham Office	Taken by: Jackie Jones
Subject: AGRICULTURE INDUSTRY ADVISORY COMMITTEE (AIAC) MEETING		
<b>Present:</b>		
<b>HSE</b>	<b>AIAC Members</b>	
Graeme Walker (Chair)	Marcus Themans (NFU)	
Stephen Williams	James Brown (AFAG)	
David Coackley	Madge Moore (Lantra)	
Rachel Corbridge	Cath Speight (Unite)	
Jackie Jones (Committee Secretary)	Ivan Monckton (Unite)	
	Ian Beeby (Unite)	
	James Eckley (NFYFC)	
	Phil Canning (IOSH)	
	Ian Jewitt (NFU Mutual)	

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1	<b>Welcome and Opening Remarks</b>
	<p>(1.1) Graeme Walker, AIAC Chair, welcomed everyone to the meeting including Catherine Speight (Unite), Stephen Williams, Head of HSE's Operational Strategy Division, Ivan Monckton (substituting for Charlie Clutterbuck), Ian Jewitt (substituting for David Leavesley) and Phil Canning (substituting for David Knowles).</p> <p>(1.2) Apologies had been received from Sandy Blair (HSE), David Leavesley (NFU Mutual), David Knowles (IOSH), Jill Hewitt (NAAC), Charlie Clutterbuck (Unite), Chris McCann (BRC) and Tim Englefield (Landex).</p>
2	<b>Matters arising and actions outstanding from previous meeting</b>
	<p>(2.1) Actions from the previous meeting were either discharged, ongoing, or listed as an agenda item.</p> <p>(2.2) <b>SHAD type events</b> – Jackie Jones has been discussing a pilot programme of mini SHAD type events (initiated by Marcus Themans), with Victoria Jones of the Shropshire Rural Hub. The Hub hopes to run the programme in the autumn.</p> <p>(2.3) <b>Agriculture fatal statistics</b> – the provisional figures for 2010/11 will be published at the end of June 2011. Members were advised that there may be a slight difference in the final figures as some of the incidents initially assigned to agriculture may not be work or agriculture related. The final figures for fatal and non-fatal injuries and for ill health will be published at the end of October.</p> <p>(2.4) <b>AIAC membership</b> - Graeme Walker had held a number of bi-lateral discussions, with more to follow. Roger Lane-Nott (AEA) and Keith Christian (BAGMA) have resigned from the main Committee, preferring in future to contribute at the more practical and tactical level of the working groups.</p> <p>(2.5) <b>Health issues</b> – the actions from the last meeting have been overtaken by events. As a result, HSE proposes setting up a Health Working Group to consider work related health issues.</p> <p>(2.6) <b>Raising competence levels</b> – Lantra and NFU Mutual have developed and are delivering a series of VQ based bite size training events during 2011.</p> <p>(2.7) It was suggested that there is a need for greater opportunities to recognise competence and that the</p>

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	<p>emphasis should be on improving individuals' marketability rather than compliance. This parallel approach may be an attractive and inviting additional proposition. James Brown referred to developments in the tree work industries to develop and introduce refresher training as part of a wider approach to developing Continuous Professional Development (CPD).</p> <p>(2.7) <b>Approach to the AIAC work plan</b> – this will now be included in the discussions about taking forward the new Agriculture Sector Strategy.</p> <p>(2.8) <b>Data on claims</b> – NFU Mutual are still determining what data can be released.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Members to forward a summary of any activities undertaken to raise competence and skill levels to the Committee Secretary before the next meeting.</b></li> <li>➤ <b>Madge Moore to forward email relating to the Forestry Skills Action plan to the Chair.</b></li> </ul>
3	<p><b>Update on the current operating environment – Stephen Williams</b></p> <p>(3.1) There are six key areas:</p> <ul style="list-style-type: none"> <li>➤ <b>Common Sense, Common Safety</b> (previously known as the Lord Young Report) - the report made a number of recommendations for improving the way health and safety is applied, including tackling the compensation culture; reducing the burden on businesses and setting up a register of health and safety consultants. HSE (and others) are working to implement the recommendations and is required to report on progress to the Minister on a regular basis.</li> <li>➤ <b>Good Health and Safety, Good for Everyone</b> – there are a number of important themes contained within this statement, including the reduction in the number of proactive inspections of lower hazard sectors and the introduction of cost recovery for work arising out of breaches of legislation. This is a big change in policy for HSE (excepting the long established charging regime for major hazards). We are currently developing what we hope will be a fair and proportionate scheme. An external consultation exercise on the proposed scheme will commence in July 2011.</li> <li>➤ <b>Future funding</b> – HSE faces a number of challenges if it is to deliver the 35% savings required by Government. Plans are underway to close down the HSE Infoline and the Incident Contact Centre both of which will be replaced by alternative, less costly channels of communication. HSE has also already released ~220 staff via a voluntary exit scheme. Communication budgets and activities have been significantly reduced which means that close partnership working is even more vital if we are to continue to spread essential safety messages.</li> <li>➤ <b>Review of regulations (Professor Lofstedt Review)</b> – The review was announced in March 2011 and will report in the autumn. Members are invited to submit comments/views. For further information see: <a href="http://www.dwp.gov.uk/docs/lofstedt-tor.pdf">http://www.dwp.gov.uk/docs/lofstedt-tor.pdf</a></li> <li>➤ <b>Review of guidance</b> - HSE is initially concentrating on our external guidance; once that has been completed we will move on to review our internal operational guidance. The exercise is likely to result in fewer, more user friendly current publications and a focus on what duty holders need to do to comply with the law.</li> <li>➤ <b>Government reviews</b> - several reviews are being conducted across Government . including the Defra review of Forest regulation and the 'Red tape challenge' seeking to rationalise guidance and remove the burdens on businesses.</li> </ul> <p>(3.2) As budgets have been significantly reduced we need to consider the future funding of health and safety training. Lantra would be prepared to submit any Committee proposals to Defra. It was agreed</p>

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4	<p>that the Training and Education working group should be tasked with developing a proposal.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Chair to task the Training and Education working group to develop a proposal on health and safety training for submission to Defra.</b></li> </ul> <p><b>Agriculture Sector Strategy – Graeme Walker</b></p> <p>(4.1) The Chair introduced AIAC paper 11/06/01 together with the Executive Summary of the Agriculture Sector Strategy.</p> <p>The strategy is one of fourteen sector based strategies designed to deliver the HSE Strategy (launched June 2009) through key industrial sectors. Agriculture remains one of the HSE Board’s three priority industries. The Agriculture strategy builds upon the Agriculture Revisited initiative and focuses on effecting a change in behaviours and cultures within the industry.</p> <p>(4.2) The strategy seeks to widen the focus by targeting the wider land based industries e.g. Aquaculture, Arboriculture, Forestry and Landscaping and Amenity, and also address the wider issues of non-fatal injuries and ill health.</p> <p>(4.3) The strategy is divided into two parts (farming and the wider land based industries) and includes five strategic areas/goals identifying associated aims and objectives for each:</p> <ul style="list-style-type: none"> <li>➤ Leadership</li> <li>➤ Competence</li> <li>➤ SME support</li> <li>➤ Securing justice/inspection, investigation and enforcement</li> <li>➤ Civil contingency planning e.g. for Foot and Mouth and Avian Flu outbreaks.</li> </ul> <p>(4.4) There are areas of commonality between agriculture and the wider land based industries. The strategy seeks to take the best out what we have been doing, broaden the scope and to develop a sustainable approach.</p> <p>(4.5) Once agreed the strategy will form the basis of HSE’s approach for the foreseeable future.</p> <p>(4.6) Later on this year, it is hoped that Judith Hackitt (HSE Chair) will address key leaders in the forestry industry in a Forestry Summit. The aim is to encourage industry leaders to emulate the initiative shown by agriculture leaders as evidenced by the Industry Safety Partnership and the work led by NFU Cymru in Wales.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Committee Secretary to forward a copy of the full draft strategy to members.</b></li> <li>➤ <b>Committee members to consult other key stakeholders within their network and forward any comments and views on the strategy to the Committee Secretary by the end of July 2011.</b></li> </ul>
5	<p><b>Review and restructure of AIAC – Graeme Walker</b></p> <p>(5.1) The Chair introduced paper 11/06/02 which summarised progress with the review of membership, governance and terms of reference of the committee.</p> <p>Since the election in May 2011 a number of significant issues have occurred “Common Sense, Common Safety”; “Good health &amp; safety, good for everyone” and Judith Hackitt’s intervention at the NFU conference, resulting in changes to HSE’s operating environment and the future of the AIAC. Although the</p>

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	<p>membership of AIAC is largely historical it needs to reflect the current landscape and in particular be extended to some of the key organisations identified by the Sector's stakeholder mapping exercise carried out in support of the Agriculture Revisited initiative.</p> <p>(5.2) The exercise sought to identify those organisations that have the resources, sphere of influence and commitment to bring about the necessary change in culture. Several organisations were identified and subsequently prioritised for contact by the Sector team.</p> <p>(5.3) The round of bi-lateral discussions with Committee members has already commenced and BAGMA and AEA have decided to stand down from the main Committee to concentrate their effort and support at the level of working groups.</p> <p>(5.4) Although the tripartite nature of HSE advisory committees is fundamental and non-negotiable, discussions are also under way with the NFU and Unite, both of whom have three Committee members. If we are to widen the reach of the Committee then we will need to re-configure the membership members having previously agreed that it would not be appropriate to increase the overall numbers.</p> <p>(5.5) We need also to explore ways to ensure that the Committee better reflects the devolved administrations.</p> <p>(5.6) Consideration should also be given to the periodic review of membership and possibly to the introduction of fixed term appointments to ensure that the Committee remains current and relevant.</p> <p>(5.7) <b>Working groups</b> – the paper also proposes reviewing the current working groups, closing some down and introducing three new groups:</p> <ul style="list-style-type: none"> <li>➤ Large employers group (would include issues relating to vulnerable workers)</li> <li>➤ Occupational health group</li> <li>➤ Business case for health &amp; safety group (would include the gathering of data and intelligence, and identification and promulgation of good practice)</li> </ul> <p>(5.8) In future, working groups should operate on a stricter “task and finish” basis. Much of the work could probably be done electronically with the groups only coming together when necessary or when directed to do so by the main Committee. A key element of the role of the working groups would be to give greater clarity on specific issues thereby supporting the Committee in delivering advice/guidance or informing strategic direction.</p> <p>(5.9) The Chair suggested the AIAC needs to adopt a more strategic role – in contrast to the tactical role of the working groups and mechanisms for partnership working such as the Industry Safety Partnership,- if we are (collectively) to succeed in reducing the level of injury and ill health in the industry. Once agreed, the new arrangements will serve as interim arrangements pending the outcome of any future review by HSE of the working arrangements of Advisory Committees.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>➤ <b>The Chair to continue the round of discussions with current members.</b></li> <li>➤ <b>Committee members to consider the paper AIAC 11/06/02 and feedback any views to the Committee Secretary by the end of July 2011.</b></li> <li>➤ <b>HSE to table the proposal for the changes, including membership, to the next meeting in November 2011.</b></li> <li>➤ <b>David Coackley to present a paper on tackling occupational ill health and rehabilitation in agriculture and the wider based industries (including proposals for an occupational health working group) to the next meeting.</b></li> </ul>
6	<p><b>Update from the Industry Safety Partnership – David Coackley/Madge Moore</b></p> <p>(6.1) In the absence of Andrew Clark, David Coackley and Madge Moore provided a brief update on the key points discussed at the last meeting of the Partnership.</p>

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	<p>6.2) The Partnership's Safety Charter was launched at the Grassland and Muck event. There are sixteen signatories to the Charter.</p> <p>(6.3) Partners are developing a coordinated communication strategy, including seasonal messaging, to ensure consistent messaging.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Committee Secretary to request and circulate a copy of the note of the last meeting.</b></li> </ul>
7	<p><b>Any other business:</b></p> <p>(7.1) <b>Branding</b> – Jackie Jones explained that HSE have now registered the Make the Promise knot as a trademark. This will come into effect on 1 July 2011. It will not prevent partners and other key stakeholders from using the imagery providing that they have the necessary HSE approval. However, it will enable HSE to determine who may use it and for what purpose, thereby safeguarding the integrity of the brand.</p> <p>(7.2) The Sector are working with colleagues within HSE to develop a corporate framework and criteria for partnership marketing which will be used for all HSE brands, including MTP. We are also taking the opportunity to clarify what is permissible in relation to sponsorship. In the meantime, members are encouraged to speak to Rachel and Jackie about any events/activities, which they would like to badge under the MTP brand.</p> <p>(7.3) A further update on branding and sponsorship will be given at the next meeting.</p> <p>(7.4) As mentioned previously, HSE is currently reviewing our suite of guidance and publications to ensure that they are current and fit for purpose. The Sector “owns” about 160 publications and the aim is to reduce this number by cutting out duplication and outdated guidance. We aim to produce clearer and more user friendly guidance.</p> <p>(7.5) As a regulator, we are obliged to provide guidance on what people need to do to comply with legislation, however we are not required to provide information on good/best practice.</p> <p>(7.6) James Brown tabled an extract from the Tree Care Industry for June 2011 (an American publication) on managing safety by focussing on the link between unsafe acts and reported injuries.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Jackie Jones/Rachel Corbridge to provide an update on branding and sponsorship at the next meeting.</b></li> </ul>
10	<p><b>Time and date of next meeting</b></p> <p>The next meeting will be on 16 November 2011, at Unite HQ, Southampton Road, London.</p>