

AIAC 090601

**HEALTH AND SAFETY EXECUTIVE**  
**AGRICULTURE INDUSTRY ADVISORY COMMITTEE**

**Future membership of the Agriculture Industry Advisory Committee  
(AIAC) and its Working Groups**

**Summary**

- 1 This paper is in response to the action on HSE from the 12<sup>th</sup> meeting of the AIAC on 17 March 2009, to write to members inviting them to form a project group to look at future membership criteria and the formats for meetings of the committee and its Working Groups.
- 2 To initiate and inform debate on these issues, the paper:
  - (a) Summarises current standing arrangements and procedures for managing Advisory Committees (ACs) to HSE's Executive Board (PKA the Health and Safety Commission); and
  - (b) Makes additional recommendations based on these principles and on the experience of the committee since it was last reconstituted in April 2005.

**Background**

- 3 At its meeting in March 2009, the AIAC considered the implications and possible impact of the HSE Executive Board's Agriculture Revisited Initiative on its future work.
- 4 Members discussed a range of related issues concerned with the committee's size, membership, the competences and experience of Members, its structure and the role and workings of the task and finish Working Groups. Members agreed that to avoid becoming too unwieldy and difficult to manage, the AIAC should not be any larger. However they felt there was a need to develop a greater flexibility in its ways of working by for example, co-opting advisers/other stakeholders to help inform discussion on particular issues at particular meetings/working groups; in effect, a wider 'pool' of expertise on which to draw as and when appropriate. In practice this has already occurred informally in recent years e.g. in the context of the work on casual, temporary and migrant working.
- 5 An action was placed on HSE to write to members inviting them to form a project group to look at defining membership criteria and the format

for meetings; the group to be led by Graeme Walker (Head of Sector). Given the existence of the standing instructions and difficulties in getting a group together, this paper is intended to initiate and inform this issue.

### **Future Membership and working of the AIAC**

6. Based on the guidance in GAP2 the following principles should apply to future membership of the committee:

- AC Members will not normally appointed for a fixed term. Rather the terms of individual members should be determined by the contribution they can make to the achievement of specific outcomes or targets in the AC's work plan. As outcomes and targets are achieved, membership of the AC should be reviewed to ensure it is structured to achieve its new or remaining targets.
- Notwithstanding, the AIAC will normally be constituted for a period of 3 years and membership will formally be reviewed as part of the reconstitution process.
- Appointments should conform to the principles set out in the Code of Practice issued by the Commissioner for Public Appointments; including the general principle that membership should not normally extend beyond 10 years.
- Appointments will be made by the Chief Executive of HSE who will require assurance that candidates put forward for appointment have the necessary experience, knowledge/skills and personal qualities.
- Members of the AIAC are normally nominated by stakeholder organisations to represent employee, employer and other interests (e.g. consumer interests, local government, professional and academic bodies, etc.). All relevant stakeholder organisations, especially those which are representative of small and medium size employers (SMEs), should have an opportunity to put forward nominations.
- Following appointment, Members should represent the health and safety interests of those in industry and those affected by an industry or hazard.
- Wherever possible, membership of the AIAC should be representative of society as a whole. Positive encouragement should be given to the nomination of women, people with disabilities and ethnic minority candidates.
- Consistent with Government policy on standards in public life, openness and accountability, members should operate in line with the Code of Practice for Members of the Commission's Advisory Committees.
- Vacancies may arise through the resignation or retirement of a Member. Where this occurs, a replacement will normally be sought from the appropriate nominating body.
- Where it is not possible to approach a specific nominating body (i.e. where the member concerned was an independent member of the Committee) HSE may trawl wider than the usual nominating bodies – using the guidelines laid down by the Commissioner for Public Appointments, as far as practicable; and

- Members who miss 3 consecutive meetings other than through sickness or pre-arranged long term leave shall be deemed to have resigned their appointments. Where the member had been nominated by a particular organisation, that organisation should be advised of the situation as soon as possible after the second missed meeting.

### **Additional (voluntary) principles for future membership of the AIAC and its working groups**

7. In addition, based on experience of the AIAC since its reconstitution in 2005, it is proposed the following principles be voluntarily agreed and adopted:

- The AIAC should not normally exceed a maximum of 16 independent members plus the Chair and officials;
- Members of the AIAC should be committed to working to reduce the toll of injury and work-related ill health in the industry;
- The Chair may propose one or more new members to represent important otherwise unrepresented stakeholders - using the guidelines laid down by the Commissioner for Public Appointments;
- In delivering the Plan of Work, the AIAC may form as many task and finish Working Groups as it deems necessary;
- Membership of the Working Groups may consist of Members, officials and co-optees agreed by the group Chairs; and
- Group Chairs will not agree to co-opting anyone without first being satisfied that the nominee has the necessary skills and experience to bring added value to the work of the group and is willing to make a contribution.

### **Action**

8. Members are invited to comment on and agree the recommendations as to future membership and workings.

### **Contact**

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