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Type of Paper: Above the line

**HEALTH AND SAFETY COMMISSION
CONSTRUCTION INDUSTRY ADVISORY COMMITTEE (CONIAC).**

CONIAC MEETINGS & STEERING GROUP.

Summary

**To consider the pattern of main meetings and
the need for a Steering Group.**

Issue

1. Paper M1/2004/1 set out the role of a reconstituted CONIAC, in particular, a repositioning such that the IAC is more strategic in how it carries forward its business in delivering its workplan. The frequency of meetings and the need for a steering group are concomitant issues that have to be addressed.

Timing

2. For decision at meeting M1/2004.

Background

3. The preceding CONIAC met three times every year to conduct business in a full session at which all members were invited to attend. This was a reduction from a more distant meeting pattern of four a year. The three-meeting pattern was sufficient for the business that needed to be conducted under the workload generated by the past IAC arrangements.

4. Those meetings were supplemented by three steering group meetings equally spaced between the main meetings. Steering Group consisted of a small number of members representing the 'social partners.' It was charged with:
 - Planning the agendas for main meetings;
 - Dealing with specific matters delegated to it by main meetings; and
 - Dealing with urgent matters that could not await main meetings.

Current position & matters for decision.

5. The new CONIAC is charged with being more strategic and is expected to carry forward its workplan through delegated workstreams and by the actions of members as health and safety 'champions' within their respective sectors of the industry. CONIAC is not therefore expected to be as engaged in the detail of routine issues. Moreover, it should not function with an agenda that essentially holds a number of standing topics on which members are routinely updated as points of information.
6. Members are invited to address the frequency of meetings and whether there is a continuing need for a steering group having regard to the changes that have come about.
7. Discussion at meeting M1/2004 on Paper M1/2004/1 will inform these considerations.
8. CONIAC could continue to meet three times a year. Alternatively, a reduction from three meetings to two a year is an option. This would:
 - Require the IAC to be more strategic in its outlook and be prepared to discharge more business through its supporting working parties and other engagement with the work of HSC/E;
 - Require a focus on delivering business through a biannual pattern of meetings; and
 - Reduce the call on members' time.

9. Options for the steering group include the following:

- **Discharging the need for a steering group.** A steering group would not be needed if members are content to carry forward the IAC's business and workplan through two main meetings.
- **A virtual steering group.** Alternatively, business could be carried forward by e-mail (and other communications) facilitated by the IAC Secretariat.
- **No change.** A steering group that meets and functions broadly as before (i.e. meeting with a pattern that aligns with main meetings).

Action

10. Members are invited to consider the frequency of main meetings and the need for a steering group having regard to paper M1/2004/1 and this paper.