

**MINUTES OF CONIAC MEETING – M1/2004
HELD ON TUESDAY 20th APRIL 2004
AT ROSE COURT, LONDON**

Present:

Kevin Myers – Chair	Bill Rabbetts
Bill Belshaw	Alan Ritchie
Bob Blackman	Phillip Russell
Frazer Clement	Andy Sneddon
Tim Gough	Craig Streak
Paul Hayward	Chris Tisi
John Ioannou	Martin Thurgood - Secretary
John Jutson	Gordon Crick Secretariat
Tom Mellish	Alex Cattan – Secretariat
Suzannah Nichol	

Not present

Malcolm Bonnett , Peter Kent, Neil Moore, Chris Morley,

In attendance:

Philip White	Construction Division
Les Philpott	HSE Civil Contingencies and Special Sectors Division (CCSS)
Simon Pilling	HSE CCSS
Stephen Wright	HSE CCSS
Matthew Holder	HSE Better Working Environment Division (BWED)
Colleen Bowen	HSE BWED
Paul Edens	HSE BWED
James Whitman	HSE BWED

Item 1 & 2 Welcome and apologies.

1.1 Kevin Myers welcomed members to this first meeting of the reconstituted CONIAC, in particular those representing individuals and/ or constituencies in the industry new to CONIAC, including new members, Tim Gough, Paul Hayward, John Ioannou, John Jutson, Bill Rabbetts and Chris Tisi.

Apologies

- Neil Moore
- Chris Morley
- Peter Kent
- Malcolm Bonnett

Item 3 The role of CONIAC

3.1 Kevin Myers outlined the rationale for the new structure and membership of CONIAC to meet the changing expectations of HSC of its advisory committees.

3.2 The new CONIAC committee is smaller. The new approach reflects the desire of HSC to work in partnership with intermediary groups in the industry, in taking forward the new HSC Strategy. The aim will be to re orientate the work of CONIAC, and agree new ways of working that involve the constituencies represented on CONIAC in delivery of the strategy and the various Revitalising Health and Safety targets within those constituencies. The focus of the first meeting is on how to develop the CONIAC Workplan to achieve this aim.

Item 4 CONIAC Strategy and Work plan for 2004-2008 Paper M1/2004/1

4.1 Martin Thurgood presented Paper.1. Discussion fell into two parts, firstly on the work plan and strategy statement in Annex 1, secondly on the four models put forward as options for organising CONIAC business.

4.2 Discussion on Annex 1. Members made the following points;

- 4.2.1 Issues outlined in paragraph 3 of Annex 1 need further development to become a functional work plan.
- 4.2.2 Small businesses need simpler access and availability of health and safety information.
- 4.2.3 Issues arising for the construction industry from the development of new Regulations will be taken forward by HSE in project plans under the Construction Division Priority Programme (Con PP). Views of CONIAC members can be fed into this process.
- 4.2.4 More explicit written Terms of Reference are available for CONIAC than are set out in ANNEX 1. These were circulated to members as part of the induction briefing pack.

4.3 Discussion on the selection of a business model:

- 4.3.1 Model 2 enabled a more strategic response to the issues dealt with in the 26 individual projects, however it was noted that IAC contributions might more easily align with specific projects rather than portfolios. Some projects already have a history of working through WP's, or with informal industry contributions.
- 4.3.2 Model 1 might give the closest alignment with individual projects, but neither CONIAC nor HSE has resources to fully service this model
- 4.3.3 Model 4 provides flexibility.
- 4.3.4 Whichever solution is selected should enable CONIAC to be responsive to non portfolio issues

- 4.3.5 The time between meetings would suggest that some projects or portfolios might be best served by working groups or individual input between meetings
- 4.3.6 There is a need to prioritise which of the 26 Con PP projects CONIAC can be most effective in working with.
- 4.3.7 Portfolio managers or individual project managers might make presentations directly to CONIAC
- 4.3.8 CONIAC members sought further information about the 26 individual projects proposed.

Action Points

1 Agreed to amend Annex 1 to reflect discussion, in particular it will be developed into a specific workplan for meeting M2/2004.

2 HSE will circulate further details of the 26 projects included in the HSE's Construction Priority Programme (The Con PP). Members to identify the particular projects they have an interest in.

Item 5 CONIAC Meetings and Steering Group Paper M1/2004/2

5.1. Martin Thurgood presented the paper. Members put forward a variety of points in discussion.

- 5.1.1 Members considered that three meetings per year was the right frequency. Reducing the number of meetings to two would send the wrong message to the industry and result in too long a time span between meetings.
- 5.1.2 Members recognised that closer alignment of CONIAC with the Con PP would influence the agenda.
- 5.1.3 It would be desirable for proposals for agenda items to be circulated well in advance of meetings, and also that agendas could be developed in consultation with members by e mail. As a consequence Members agreed that it was unnecessary to have a steering committee.
- 5.1.4 The use of the internet may provide opportunities for the Secretariat to supply information to members, in a manner that facilitates wider consultation with representative groups.
- 5.1.5 A member suggested that a minister might attend a CONIAC meeting, in order to raise the profile of the issues the Committee is dealing with.

Action Point

3. Members agreed to meet 3 times per year. Agendas will be developed by the Secretariat for consultation with members by e mail. The Secretariat will consider how best to use IT to improve communications.

**Secretariat Contact Gordon Crick 0207 556 2152
e mail gordon.crick@hse.gsi.gov.uk**

Item 6 High Level Follow Up Event to the 2001 Construction Summit

Paper M1/2004/3

6.1 The paper proposed a high level event to follow up on the 2001 Construction Summit, as a means for reinvigorating progress towards achieving the Revitalising Health and Safety targets, set by the industry. The event would be smaller than the 2001 Summit, involving perhaps 200 invited delegates and would probably take place in February 2005. (The event itself is a project within the Con PP.) Members made a number of points in discussion

- 6.1.1 The industry is in a different position now in comparison with 2001, with a reduced number of fatal accidents.
- 6.1.2 The purpose of the event should be to maintain momentum and inject new leadership into the revitalising process
- 6.1.3 Concern was expressed about how a high level event would influence SMEs; but it was recognised that major contractors in sectors like house building, do directly influence the SMEs who make up the bulk of Sub contractors.
- 6.1.4 Possible synergies in the timetable for the revised CDM Regulation were noted, as was the potential to use the event to reinforce health and safety messages to designers.
- 6.1.5 The significance of supply-side issues was recognised, with the importance of central and local government procurement policy. Members felt that procurement processes were being inadequately addressed by the current CDM Regulations.
- 6.1.6 Members saw the need to balance the requirement to hold major stakeholders accountable to the commitments made in 2001 with the need to look forward and set a vision for the next five years.
- 6.1.7 The importance and strength of the *Turning Concern into Action* video used at the 2001 summit meeting was recognised.

Action Point

4 CONIAC endorsed the proposal for a high level event that will be taken forward as a project within the Con PP, taking members comments into account .

Items 7 and 8 taken together (under the title Worker Engagement)

Paper M1/2004/4 Worker Engagement Industry Declaration

Paper M1/2004/5 Worker Engagement - CONIAC Declaration

7.1 Matthew Holder presented Paper M1/2004/4, for information to provide the context of the umbrella statement endorsed by the Health and Safety Commission. The second paper presented a concise declaration proposed for the construction industry which was prepared by the CONIAC Worker Engagement WP. Members discussed the two papers.

- 7.1.1 A member raised the lack of research evidence positively demonstrating the benefits of worker engagement in the non TU sector. Matthew Holder pointed to the case studies available on the HSE Website, and research due to be published by Ecotec as a Contract Research Report in June 2004, titled Obstacles Preventing Worker Involvement in Health and Safety.
- 7.1.2 Members responded on the WP's draft as follows;
 - 7.1.2.1 The declaration should make specific mention of the role of Trade Unions.
 - 7.1.2.2 Training and education should be mentioned as a key part of the worker engagement strategy
 - 7.1.2.3 The potential for designers to have an influence in worker engagement, in the upstream decisions made during design. The declaration should be seen to include the service and maintenance sectors, where free standing micro businesses are the norm.

Action Points

5 Members agreed to send drafting suggestions to the secretariat within 3 weeks.

6 The Worker Engagement WP to develop a revised declaration for meeting M2/2004.

Item 9 Constructing Better Health - current position Paper M1/2004/6 Presented by Colleen Bowen and Paul Edens, BWED.

9.1 Members were updated on the Constructing Better Health project, which is at the core of the continuing emphasis on improving occupational health provision in the construction industry. The following specific points were made

- 9.1.1 Evaluators for the project were being commissioned to ensure that a robust evaluation is built into the project
- 9.1.2 Services to be provided as part of the project will include a website, telephone help line, mobile battle bus providing on site assistance with risk assessment and health screening, with rehabilitation advice.
- 9.1.3 The service will be dependent on co-operation between employers and employees.
- 9.1.4 The pilot scheme will last 18-24 months in a selected region. Support from the local Occupational Health Community will be critical to the success of the project
- 9.1.5 Colleen Bowen will be developing a business case, encapsulating the moral and business arguments for the project
- 9.1.6 Further fund raising by the industry is an essential pre requisite to the pilot.

Action Point

7 HSE to provide members with information to assist them in canvassing for funding. Contact is Paul Edens, 0207 717 6688, e mail paul.edens@hse.gsi.gov.uk

Item 10 SLIC Campaign 2004 (European Union Senior Labour Inspectors Committee) Presented by Andrew East, CD

Paper M1/2004/7

10.1 Andrew East presented the paper informing members of the intention of HSE to support the SLIC campaign with an initiative in June 2004 when Inspectors visiting sites will focus on three issues, falls from height, on site transport and lifting operations.

10.2 Members agreed to publicise the campaign through their member organisations.

10.3 Members requested further information as soon as it becomes available for onward circulation to the companies in their representative organisations.

Action Point

8 HSE to circulate further details of the SLIC campaign. Members to contact Andrew East with offers of assisting with the campaign in their own constituencies and with circulating information in advance of the campaign. Contact Andrew East 0207 556 2196 e mail andrew.east@hse.gsi.gov.uk

Item 11 Review of construction regulations the current position M1/2004/8

Stephen Wright

**Paper
CCSS5**

11.1 Stephen Wright outlined the progress with revision of the Regulations, and circulated a copy of the latest draft to members. Members are invited to comment directly to him. Members noted and discussed the following;

11.1.1 Two issues which require further discussion and development within the draft are the issues of domestic clients and high risk work.

11.1.2 The formal Consultative period for these new regulations is likely to be during winter 2004 and Spring 2005.

11.1.3 Paragraph 6 of the paper sought suggestions directly on a communications strategy required to maximise the impact of the launch of these Regulations.

Action Point

9 Revision of Regulations to be taken forward as a project in the Con PP by Stephen Wright.

10 Existing CONIAC Working Party to continue its role in consultation.

11 Members are invited to provide suggestions for improving the draft and for the maximizing industry input during the consultation period. Contact Stephen Wright Tel 0207 717 6308

e mail stephen.pg.wright@hse.gsi.gov.uk

**Item 12 Challenge Fund – current position
Presented by James Whitman**

**Paper M1/2004/9
Neal Stone, BWED5**

12.1 James Whitman outlined the progress that has been made with this initiative. Bids for support by the fund must be with Matthew Holder by 7th May, Award Winners will be announced on 9th June at an event hosted by Andrew Smith, Secretary of State for DWP.

Action Point

12 Members to note progress, to champion the promotion of bids by May 7th, and to support applications where appropriate. Contact is James Whitman, 0207 717 6279, e mail james.whitman@hse.gsi.gov.uk

Item 13 Update on NAO Report, DWP Select Committee, WWT, European Health and Safety Week.

13.1 The Chair informed members that;

- 13.1.1 Jane Kennedy has been appointed, as the new Health and Safety Minister.
- 13.1.2 The report from the National Audit Office on the work of the Construction Division is due to be published on 19th May 2004
- 13.1.3 The DWP Select Committee continues to examine the work of HSE
- 13.1.4 The European Union's Health and Safety Agency (The EU HSA) is promoting Euro Week 2004, which will target the construction industry.
- 13.1.5 Copies of a letter and information leaflet from the EU HSA were handed to members.

Action Point

13 Members to note developments, in particular the information circulated in advance of Euro Week 2004 scheduled for October, and to consider what their organisations may wish to do in support of the initiative. Contact the secretariat for more information.

Date of next meeting

CONIAC – Thursday 22nd July , 10.00 am.

**ACTION POINTS FROM CONIAC MEETING – M1/2004
HELD ON Tuesday 20th APRIL 2004
AT ROSE COURT, LONDON**

Agenda Item No	Title	Action Point
4	Coniac Strategy and Workplan	<p>1 Agreed to amend Annex 1 to reflect discussion, in particular it will be developed into a specific workplan for meeting. M2/2004.</p> <p>2 HSE will circulate further details of the 26 projects included in the HSE's Construction Priority Programme (The Con PP). Members to identify the particular projects they have an interest in.</p>
5	Coniac meetings and steering group	<p>3 Members agreed to meet 3 times per year. Agendas will be developed by the Secretariat for consultation with members by e mail. The secretariat will consider how best to use IT to improve communications. Secretariat Contact Gordon Crick 0207 556 2152 e mail gordon.crick@hse.gsi.gov.uk</p>
6	High Level Event to Follow 2001 Construction Summit	<p>4 CONIAC endorsed the proposal for a high level event that will be taken forward as a project within the Con PP, taking members comments into account .</p>
8	Worker Engagement – Coniac Declaration	<p>5 Members agreed to send drafting suggestions to the Secretariat within 3 weeks.</p> <p>6 The Worker Engagement WP to develop a revised declaration for meeting M2/2004.</p>
9	Constructing Better Health	<p>7. HSE to provide members with information to assist them in canvassing for funding. Contact is Paul Edens, 0207 717 6688, e mail paul.edens@hse.gsi.gov.uk</p>
10	SLIC Campaign	<p>8 HSE to circulate further details of the SLIC campaign. Members to contact Andrew East with offers of assisting with the campaign in their own constituencies and with circulating information in advance of the campaign. Contact Andrew East 0207 556 2196 e mail andrew.east@hse.gsi.gov.uk</p>
11	Review of Construction Regulations	<p>9 Revision of Regulations to be taken forward as a project in the Con PP by Stephen Wright.</p> <p>10 Existing CONIAC Working Party to continue its role in consultation.</p> <p>11 Members are invited to provide suggestions for improving the draft and for the maximizing industry input during the consultation period. Contact Stephen</p>

		Wright Tel 0207 717 6308 e mail stephen.pg.wright@hse.gsi.gov.uk
12	Challenge Fund-	12 Members to note developments, to champion the promotion of bids by May 7 th , and to support applications where appropriate. Contact is James Whitman, 0207 717 6279, e mail james.whitman@hse.gsi.gov.uk
13	Euro Week	13 Members to note developments, in particular the information circulated in advance of Euro Week 2004 scheduled for October, and to consider what their organisations may wish to do in support of the initiative. Contact the secretariat for more information.