

**Open Government status:** Fully open

**Paper Number:** M3/2003/9

**Exempt material:** None

**Meeting Date:** 20 November 2003

**Type of Paper:** Below the line

## **HEALTH AND SAFETY COMMISSION**

### **CONSTRUCTION INDUSTRY ADVISORY COMMITTEE (CONIAC)**

#### **Report from CONIAC Consultation Best Practice Note Working Party**

#### **Issue**

1. Producing a CONIAC best practice note on worker consultation and engagement to stimulate & encourage more effective communication between workers and employers, and those in control of construction work.

#### **Background**

2. At meeting M2/2003, members agreed to set up a working party to produce a best practice note on worker consultation. The group met for the first time on 29 August 2003.

#### **Membership**

3. The membership of the Working Party is:
  - Chair: Martin Thurgood (CONIAC Secretary);
  - Bob Blackman (TGWU);
  - Andrew Large (FMB);
  - Andy Sneddon (CC);
  - Secretary: Alex Cattan (CONIAC Secretariat).

#### **Outline Best Practice Note - eight point plan**

4. At the first meeting, the Working Party agreed a working structure for the note with a view to promoting the key messages that:
  - Workplaces engaging with the workforce have significantly fewer accidents;
  - Consultation is required by law;
  - Drivers eg:
    1. Fewer accidents;
    2. Insurance;
    3. Less lost time;
    4. Training/qualification as lead to certification;
    5. Better industry/commitment to change.

- Employers/those in control should adopt strategies/structures that actively engage in two-way communication with the workforce;
- Workers and their representatives can have a proactive role in consultation processes;
- Account should be taken of the special needs of those with limited English language skills and other learning-related barriers to communication;
- Specific KPIs to enable monitoring and evaluating workforce engagement should be introduced;
- The advice that people audit, learn and evolve means of best practice for worker engagement;
- There should be a commitment to action;
- Improvements should be measured.

### **Next steps**

5. The next steps are:

- Exchange of examples of best practice by WG members;
- Development of the working structure taking account of CONIAC's intention of stimulating a major change in worker consultation
- Identify key intermediaries and enlist support for promulgating and embedding the guidance;
- Considering a strategy for rolling out the initiative.

### **Action**

6. CONIAC members are invited to:

- Note the opportunity to be informed on the current state of development;
- Provide the working party with examples of best practice by 15 December 2003;
- Note the forthcoming need to be engaged in rolling out CONIAC's initiative.

### **Contact**

Alex Cattan  
 Tel: 020 7556 2152  
 Email: alex.cattan@hse.gsigov.uk