

Open Government status: Fully Open	Minutes Number: LAFORUM 07
Intranet embargo? No	Meeting Date: 18 March 2003
	Type of paper: Minutes

LOCAL AUTHORITIES FORUM MEETING (LA FORUM)

Minutes of the 7th meeting of the LA Forum held on Tuesday 18 March 2003,
Rose Room, Rose Court, 2 Southwark Bridge, London SE1 9HS

Present

Representing

Apologies

John Cullen (Chair)	HSE	
Bill Callaghan	HSC Chairman	
Joyce Edmond-Smith	HSC Commissioner	
Steve Sumner	EO	
Mandy Wright	EO	
John McClean	GMB	Melvin Hughes ODPM
John Holden	IOSH	Alistair Dodd, SoPD
Ian Lavery	SoPD	
Alan Parry	TGWU	
Hugh Robertson	UNISON	
Jonathan Lloyd	WLGA	
Nikki Hughes	HSE	
Robert Parkes	HSE	
Debbie Thiara	HSE	

1. INTRODUCTION

1.1 John Cullen welcomed members to the meeting, in particular Bill Callaghan. Apologies were received from non-attendees.

2. MINUTES OF THE LAST MEETING AND MATTERS ARISING

2.1 National Joint Agreement – Steve advised members that this had progressed in recent weeks and that the draft guidance will be taken forward within the next few weeks.

2.2 Draft Councillors Guidance – Revised draft letter was tabled and discussed at the meeting. The following key points were agreed:

- a) The letter is to be sent from Joyce to all elected members with health and safety remit and to leaders of the council.
- b) A copy of the letter will be sent to the LGA Public Protection Executive
- c) Leaflet for the induction pack to be produced.
- d) Letter to be translated for Wales.

Hugh asked for an update on the Directors' leaflet, which was also to be produced for the public sector bodies. However, it was reported that the leaflet refers to public bodies and therefore should have carry over to LAs. HSE agreed to follow-up.

ACTION: HSE Secretariat

2.3 The detailed analysis from the Contract Research Report on LAs may be available at the next meeting.

ACTION: HSE Secretariat

2.4 Bench marking tool – IOSH and the Employers Organisation have agreed some funding in principle to take forward the scoping study for an audit tool for benchmarking. HSE has redrafted the paper and will seek funding from the Priority Programmes, in particular MSD, Stress, Slips & trips and Construction. HSE to investigate costs involved.

ACTION: HSE Secretariat

2.5 Local Best Value Performance Indicators (BVPI) – Steve said that he had circulated a draft within the safety practitioners' panel and will forward draft once comments had been received from the panel.

ACTION: Employers Organisation

2.6 LAs annual award for innovation – Steve reported that the consultant employed by the EO has agreed to look into this work. Update at next meeting.

ACTION: Employers Organisation

2.7 Safety Representatives Charter – An agreement has been reached between the Employers Organisations and Trade Unions. It is planned that this will be unveiled at the HSE Education Open Meeting on 1 April by Owen Tudor. Employers Organisation and Trade Unions, to produce joint guidance to promote the Charter.

ACTION: Employers Organisation/Trade Unions

2.8 Good Practice Guide – Steve said that work on this ongoing and he will provide an update at next meeting.

ACTION: Employers Organisation

2.9 Best Value Guidance – Mandy reported that revised statutory guidance on Best Value has been published. Guidance will be available on the Employers Organisation's website. The IDeA is producing further guidance on procurement and EO agreed to circulate contact details for IDeA.

ACTION: Employers Organisation

2.10 Secretary's report - Jonathan reported no progress on the follow-up to the Officials' meeting. Alistair to report at next meeting. Steve said that the EO is developing a question set to establish where LAs are in terms of RHS and the follow up action from this will be a letter to Chief Executives from the Minister. Bill Callaghan confirmed that the Minister, Nick Brown, was very interested in what the public sector as an employer and procurer can do in terms of RHS.

ACTION: SoPD/EO/WLGA

2.11 Business case - Jonathan said that raw information has been collected on accident data and this now needs to form a business case for Wales. Ian

reported that there is a meeting scheduled on the 2 April with 32 authorities in Scotland where the issue of the business case will be discussed. LA Forum will now need to consider how best to make effective use of this information. Ian agreed to forward details of Glasgow business case to HSE Secretariat.

ACTION: HSE/WLGA/SoPD

2.12 Audit Commission – Letter written to the Audit Commission requesting a tripartite meeting to discuss CPA. HSE to progress meeting.

ACTION: HSE

3 SECRETARY'S REPORT

3.1 Nikki introduced the Secretary's paper. Discussion took place on the fatal statistics and it was agreed that confirmation would be sought that these were related to employees and did not include members of the public. Also raised was the recent Judicial Review of a manual handling case and confusion that the fall out publicity has caused. HSE to review the judgment and to take action, if appropriate.

ACTION: HSE

4 LA FORUM & PPM MEETING

4.1 Ian updated members on the work of the Falls Priority Programme. A discussion took place on conference/seminar and how best to take this forward. HSC Chairman suggested that a conference should be wider than health and safety and targeted at approximately 100 Chief Executives. Members agreed that there should be a holistic approach to the priority programmes. HSC Chairman supported this idea. HSE will draw up proposals for the conference.

ACTION: HSE

5 EUROPEAN WEEK OF HEALTH AND SAFETY

5.1 Steve informed members that 15 LAs were regional winners and these have been put forward for the national award. Hugh reported that 4 of the LAs had worked in partnership with unions to achieve this award. Hugh to forward details of these LAs to IOSH. Steve reported that an article would appear in "Local Government First" (LGF). Following discussion it was agreed that HSE would draft an article from Joyce for inclusion in the LGF on the work of the LA Forum.

ACTION: UNISON/HSE

6 INSPECTION OF LAS BY HSE

6.1 Steve led discussion on the way HSE inspectors approach inspections of LAs. Concerns were raised that inspection is often focused on specific issues rather than on management and strategic issues. The Sector is developing operational guidance, which will address these concerns.

ACTION: HSE

7 ANY OTHER BUSINESS

Corporate Health Standards for Wales – Jonathan circulated a paper and explained that 85% of Welsh authorities had achieved the Corporate Health Standard since the National Assembly for Wales had provided funding. Ian reported that there was a similar standard in Scotland and agreed to circulate papers (Scottish Health at Work).

ACTION:SoPD

7.4 Date of next meeting:

24 July 2003 (Fortune Room, RC).

Closed at 1.30pm