

LOCAL AUTHORITIES HEALTH AND SAFETY FORUM (LA FORUM)

Minutes of the 17th meeting of the LA Forum held on Wednesday 19 July 2006,
Globe Room, Rose Court, 2 Southwark Bridge, London SE1 9HS

<u>Present</u>	<u>Representing</u>	<u>Apologies Received</u>	
Robert Parkes (Chair)	HSE	Hope Daley	UNISON
Kevin Jewitt	HSE		
Nikki Hughes	HSE		
Philippa Mann	HSE		
(Mins. Secretary)			
Rosalind Roberts	HSE		
Alan Plom	HSE		
Bob Hadway	HSE		
Helena Allum	HSE		
June Cairns	HSE		
Mark Thomas	HSE		
Alistair Dodds	SoPD		
Jennifer Mitchell	UNISON		
Allan Parry	TGWU		
Ian Lavery	SoPD		
John McClean	GMB		
Jonathan Lloyd	WLGA		
Steve Sumner	LGE		

1. INTRODUCTION

1.1 Apologies were received from Hope Daley. Robert Parkes welcomed Rosalind Roberts, who replaces John Cullen as Head of Public Services, and was attending as an observer. He also announced that this was Nikki Hughes' last meeting and welcomed Kevin Jewitt as the new Secretary.

1.2 Robert drew attention to the newly published guidance "Occupational Health Services in Higher and Further Education (HSG 257), in which several members of the Forum played a part (see also 8.4).

2. MINUTES OF THE LAST MEETING AND MATTERS ARISING

2.1 Stocktake questionnaire – Steve Sumner advised members that this work was not yet completed. Item to be left on agenda.

ACTION: LGE

2.2 Green Book Guidance – The first draft of the good practice notes has been made. The working group is now exploring case studies in support of the guidance. The working group is next due to meet in August. A further update will be provided at the next meeting.

ACTION: LGE

- 2.3 Newly Elected Members – it is hoped that publication of the article for newly elected members can be timed to coincide with the release of the IOSH training package for elected members. IOSH will inform members when the package is available.

ACTION: HSE/IOSH

- 2.4 Review of LA Forum – A paper had been circulated setting out the position of the Forum and making suggestions as the way forward. Members agreed to forward their comments on this paper to Secretariat by 1 September 2006. It was agreed that this item will be discussed more fully at the next meeting.

ACTION: MEMBERS/HSE

- 2.5 MTF presentation – Secretariat agreed to circulate the LGE presentation which was given to the MTF earlier this year.

ACTION: HSE

- 2.6 HSE Local Authority Strategic Intervention Programme briefing pack 06/07 – Members agreed to contact Secretariat if they wanted a copy of the briefing pack prepared for HSE inspection of local authorities.

ACTION: MEMBERS

3 PUBLIC SERVICES PROGRAMME (PSP)

- 3.1 High Level Events – England. An update was given on these events that are now due to take place in late October. Angela Smith Minister as DCLG is keen to work with HSE and this is an opportunity to put sickness absence into the wider productive time and efficiency agendas. Angela Smith will send invitations to the Events to all LA Chief Executives, regardless of size or sickness absence level. Meanwhile HSE will invite other significant players from the LA sector to attend these events (the “VIP” list). This will include LA Forum members. Members agreed to help HSE ensure that the list was comprehensive.

ACTION: HSE/MEMBERS

- 3.2 Following the Events it is planned to hold seven stress workshops across England in January 07 (six to be hosted by LAs themselves). Two further workshops are currently being considered that will focus on social services. These are expected to follow the first six. The workshops will be jointly badged with the LGE.

- 3.3 Education workshops in England- members heard there has been a low response rate from LEAs to invitations to the education workshops. LGE agreed to speak to HSE (Paul McCormack) to agree a way forward to encourage LEAs to attend.

- 3.4 Workshops in Scotland – A total of 5 public sector workshops will be held in Scotland, jointly badged with the Scottish Executive. The LA (General) workshop and the LA (Education) workshop will take place in Stirling on 20 and 21 September. No high level events are proposed since HSE has already engaged with most chief executives during the previous work year. The LA

education workshops is aimed at senior management in education Depts..

- 3.5 Workshops in Wales – These will be held at the start of October and are jointly badged by HSE and WLGA.

4. CONTRACTORS IN ARBORICULTURE, GROUND CARE LANDSCAPING AND PESTICIDE APPLICATIONS

- 4.1 Members received a presentation from HSE's Agriculture Sector that outlined the issues surrounding the evidence of falling standards in arboriculture and ground care. Members agreed this raised issues at all levels within local authorities: from specification of tender to management control and operation, and to what appeared to be a reducing pool of competent contractors for use by LAs. The Sector is looking to LAs to act as exemplars within the industry. Members identified procurement specification training is an area which needs to be addressed. Members agreed to raise awareness through their networks. Members agreed to discuss ways forward with Alan Plom directly (alan.plom@hse.gsi.gov.uk).

ACTION: MEMBERS

5. SLIPS AND TRIPS IN EDUCATION

- 5.1 Members heard that the education sector has been identified as one where targeted action is needed to reduce the number and slips and trips accidents. HSE has commissioned research to identify the cause of slip/trip accidents in education and to identify good practice solutions. Cascade material will be developed for use within schools and work has been undertaken with DfES to update guidance on design. It is intended that regional events will be held similar to those run previously.

Members agreed to assist dissemination of information through their LEA networks. They advised that a similar approach to DfES would need to be developed for the Scottish Executive and Welsh Assembly Government. LGE suggested that Senior Bursars Network should be approached for joint working within the private sector.

ACTION: MEMBERS

6. FORUM GOOD PRACTICE GUIDANCE

- 6.1 The strategic role of the Forum for "badging" good practice produced by and for the sector was discussed. For example, guidance produced by other groups (such as the Safety Practitioners Network) could be agreed with HSE and badged by the Forum for web-based dissemination. It was agreed that this should be considered as part future of the LA Forum.

ACTION: HSE/MEMBERS

7. ELECTED MEMBERS TRAINING & GUIDANCE

- 7.1 IOSH tabled guidance they have produced for MPs, MSPs and members of

the Welsh Assembly Government. They propose to develop a similar guidance for elected members along with a short training package. Members agreed to distribute information on the guidance and to draw to the attention of IOSH any previous material developed for this purpose. ISOH will notify Secretariat when the package is developed. A request was made for this document to bear the logos of relevant organizations of the member organizations of the Forum in order to support the information.

ACTION: IOSH/MEMBERS

8. AOB

8.1 Parking attendants – Following a series of complaints regarding violence and aggression suffered by car park attendants, HSE had agreed to bring the matter to the attention of the Forum. This issue has been previously discussed by the Forum (July 2003). LGE agreed to discuss with HSE.

ACTION: LGE/HSE

8.2 DCLG representative on LA Forum – It was agreed that a suitable contact needs to be identified from the DCLG to sit on the LA Forum. HSE will make enquiries. Members also agreed to consider the value of a fresh round of meetings with meetings with DCLG SE and WAG.

ACTION: HSE/MEMBERS

8.3 Benchmarking Tool – The working group is asking LAs to trial CHaSPI and compare with the benchmarking tool. The working group will report back to the next Forum meeting.

ACTION: WORKING GROUP

8.4 OH Guidance – Members agreed that the general principles set out in the guidance were applicable to LAs, however work would be needed to change the language into that appropriate to LAs, that could form part of a future Forum workplan.

ACTION: HSE

9. DATE OF NEXT MEETING

Proposed dates for next meeting are 14 or 21 November. Members to confirm availability

ACTION: HSE/Members