

LOCAL AUTHORITIES HEALTH AND SAFETY FORUM (LA FORUM)

Minutes of the 19th meeting of the LA Forum held on Thursday 22 February 2007, Hope Room, Rose Court, 2 Southwark Bridge, London SE1 9HS

<u>Present</u>	<u>Representing</u>	<u>Apologies Received</u>	
Chris Taylor (Chair)	HSE	Hope Daley	UNISON
Rosalind Roberts	HSE	Alistair Dodds	SoPDS
Philippa Mann (Mins. Secretary)	HSE	Marion Johnstone	IOSH
Vincent Borg	UNISON		
Allan Parry	TGWU		
Ian Lavery	SoPD		
John McClean	GMB		
Jonathan Lloyd	WLGA		
Steve Sumner OBE	LGE		
June Cairns	HSE		
Simon Longbottom	HSE		

1. INTRODUCTION

- 1.1 Apologies were received from Alistair Dodds and Marion Johnstone. Vincent Borg attended in place of Hope Daley who is still on sick leave.
ACTION: HSE
- 1.2 Chris Taylor introduced himself to members, and outlined the restructuring that will be taking place with the Public Services Programme Team within HSE.
- 1.3 Steve Sumner was congratulated on his recent OBE award.

2. MINUTES OF THE LAST MEETING AND MATTERS ARISING

- 2.1 Minutes from the previous meeting were agreed with no corrections.
- 2.2 Green Book Guidance – The final draft is out for comment. It contains case studies and good practice guidance. LGE to forward copy to secretariat.
ACTION: LGE
- 2.3 Newly Elected Members Guidance – Chris Taylor to contact Marion Johnstone for update. New elections will be taking place shortly.
ACTION: HSE
- 2.4 MTF Presentation – LGE to forward to Secretariat for circulation.
ACTION: LGE
- 2.5 HSE Local Authority Strategic Intervention Programme – This has been

overtaken by the revised HSE public services programme (see items 3 & 4 below).

2.6 Arboriculture – Complete.

2.7 Slips and trips in Education – LGE to complete.

ACTION: LGE

2.8 Forum Good Practice – Members to bring examples of good practice to the Forum. Examples would need to be validated/authenticated.

ACTION: MEMBERS

2.9 Violence on Parking Attendants – Completed.

2.10 OH Guidance – Agenda item.

3 PUBLIC SERVICES PROGRAMME (PSP)

3.1 Work for next year has been agreed. There will be a series of national follow-up visits to organisations involved in the workshops. Some Shire District Councils will be visited, but sickness absence and size of workforce will be the main criteria for selecting which organisations to visit.

3.2 Stress Workshop – These events have gone well, although evaluation is still to be completed. Steve Sumner reported that the speakers had been very good, and that they had maintained a good level of enthusiasm despite the number of workshops involved.

Next steps- Support across all sectors for managing stress will be available by phone line, advice on consultants and master classes.

4. REVIEW OF FORUM

4.1 The terms of reference need to be reviewed, and will assist in planning future work. The work plan is still relevant, but needs to be updated to reflect current thinking. The paper on the future of the Forum was re-issued to members. Chris Taylor/Simon Longbottom will contact members individually for their thoughts on the direction the Forum should take, and produce a paper for the next meeting. Copies of the LAF Terms of Reference, Plan of Work, and the paper on the future of the LAF (19 July 2006) will be sent to members.

ACTION: HSE/MEMBERS

5. THE BENCHMARKING TOOL

5.1 A numbers of LA's are considering the CHASPI tool and Benchmarking tool. Ian Lavery will contact Norma Lunt to check on the timescales for the evaluation work. Chris Taylor to also contact Norma Lunt to update HSE contact.

5.2 Ian Lavery to send electronic copies of document to Secretariat for circulation to members

ACTION: IAN LAVERY/HSE

6. EXTENDED SCHOOLS

A short paper on extended school hours was circulated to members for information. Members should contact Lorraine Shepherd HSE, if they have any comments.

7. ASBESTOS IN SCHOOLS

7.1 Members received a paper updating them on Asbestos in Schools 'CLASP'. A working group has been set up to take this issue forward. Lorraine Shepherd is the HSE contact.

8. INITIATIVES ON SENSIBLE RISK MANAGEMENT

8.1 In March key stakeholders in LA's, safety practitioners, safety managers, insurance groups etc will meet to discuss the perception of excessive risk aversion.

9. AOB

9.1 Members were informed of a National Practitioners Meeting (a community of practice for LA health and safety managers/advisors) were the loss of experience when staff retire was discussed. To share knowledge effectively, a community is being set up. This will provide a forum to ask questions, an online library of good practice, and virtual communities to create guidance. LGE will keep members informed of development.

9.2 Draft SIM on tree safety – Members have been sent a copy of the draft guidance. Any comments should be sent to Frances Hirst, HSE.

10. DATE OF NEXT MEETING

The date of the next meeting will be 14 June 2007 Globe Room, Rose Court.