

LOCAL AUTHORITIES HEALTH AND SAFETY FORUM (LA FORUM)

Minutes of the 11th meeting of the LA Forum held on Tuesday 27 July 2004,
Fortune Room, Rose Court, 2 Southwark Bridge, London SE1 9HS

<u>Present</u>	<u>Representing</u>	<u>Apologies</u>
John Cullen (Chair)	HSE	Steve Sumner - EO
Mandy Wright	EO	John Holden - IOSH
Ian Lavery	Glasgow City Council	Debbie Thiara - HSE Joyce Edmond-Smith – HSC
John McClean	GMB	
Doug Baguley	IOSH	
Alistair Dodds	SoPD	
Allan Parry	TGWU	
Hope Daley	UNISON	
Jonathan Lloyd	WLGA	
Ben Keene	HSE	
Nikki Hughes	HSE	
Robert Parkes	HSE	
Philip White	HSE	
Philippa Mann (Mins. Secretary)	HSE	

1. INTRODUCTION

1.1 John Cullen welcomed members to the meeting, in particular those standing in for the Employers Organisation, IOSH and HSE's Philip White (Construction Sector), Ben Keene (Falls From Height Priority Programme), and Philippa Mann (Mins Secretary). Apologies were received.

2. MINUTES OF THE LAST MEETING AND MATTERS ARISING

2.1 Business case for Wales – WLGA provided an update on the business case for Wales. A number of authorities in Wales are using the annual report template which has been developed. WLGA undertook to provide further info once submissions on the HR framework had been collated.

ACTION: WLGA

2.2 SOLACE- Secretariat provided an update on the bid for a slot at the SOLACE and LGA ECO conferences. These had been unsuccessful. Secretariat asked members to consider other opportunities for speaking events. Secretariat will research agenda for the national LGA conference in 2005.

ACTION: ALL MEMBERS/
HSE SECRETARIAT

2.3 GSE Priority Programme – Secretariat to copy paragraph detailing GSE

programme to all members. Members to consider whether they will post the information onto their own organisations website.

ACTION: ALL MEMBERS
/HSE SECRETARIAT

2.4 Stocktake questionnaire – EO to provide update at next meeting.

ACTION: EO

2.6 Framework document – SoPD provided update. The Framework document is due to be launched October 2004. SoPD will invite John Cullen and/or Bill Callaghan to launch the document.

ACTION: SOPD

3.1 ACTS work – WLGA raised ACTS work at Occupational Health Forum (OHF), in particular relating to Latex. OHF Members were aware of issues, and feedback suggested that good controls were in place.

3 INFLUENCING CENTRAL GOVERNMENT

3.1 Secretariat provided an update of work to date to influence central government. Members discussed further opportunities for influencing central government, and work to follow up earlier work with the Audit Commission. EO brought to members attention the Gershon report which focuses on efficiency savings and, arising from this the likelihood of key indicators being based around sickness absence.

Presentations have been made to LAs as part of round 2 of the Local Public Service Agreements (LPSAs) via DWP. Little interest has been generated from this process.

Members agreed that Secretariat would draft a letter from Jane Kennedy, Minister, to ODPM Minister and local government ministers in Wales and Scotland, highlighting health and safety within the wider government agenda, and the potential impact of a health and safety LPSA. This letter will be circulated to all members for agreement.

ACTION: ALL MEMBERS/
HSE SECRETARIAT

3.2 Members discussed proposals for taking forward work on the benchmarking tool. Members agreed to form a working group (WG) to take this forward. It was agreed that WG would comprise of WLGA, Glasgow CC, Unison and HSE. The WG will give consideration to extending WG to include HSE staff with experience of the NW pilot.

The working group will consider how best to use the help offered from certain LAs following on from the HSL questionnaire. The first meeting of the WG will be 28

September 2004. The WG will provide feedback to the next meeting of the LA Forum.

ACTION: WORKING GROUP

4 CONSTRUCTION INITIATIVES

4.1 Philip White, Head of HSE Construction Sector gave a presentation on future initiatives which will impact on LAs. OGC document "Procurement Guide 10 – Health and safety" was circulated to members. Discussions followed the presentation on standards set by the Better Regulations Task Force and in particular work on standard setting. This work has parallels for benchmarking work, and should be considered within the benchmarking work. A member of Construction Sector to work with Benchmarking WG.

ACTION: HSE SECRETARIAT /
CONSTRUCTION SECTOR

5 FALLS FROM HEIGHTS

5.1 An update was provided on the Falls from Height pilot which took place with Trafford MBC, Glasgow CC and Sheffield CC by a member of HSE's Falls from Height Programme team. Members asked the Falls programme team to provide more full information when the final report is published.

The Falls from Height team have carried out some analysis on falls within LA premises. The most common employee category involving falls are teachers, firefighters, care assistants, and caretakers. Members asked for further analysis of statistical information detailing where these falls were occurring to provide a more informed picture.

The Falls from Height team asked Members to consider and identify any good practice initiatives which minimise the risk from low falls which could be used for by the team as case studies within further work.

An update was provided on the new Work at Height Regulations. The emphasis is now to prevent falls of a distance liable to cause injury (no longer defined as 2m). Guidance to be released at the same time as the regulations will include work of short duration.

ACTION: ALL MEMBERS/
HSE FALLS PP TEAM

6. AOB

6.1 Green Book

UNISON asked for an update on Green Book, which WLGA provided. Guidance to support Part 4 is still outstanding. EO to provide update at next meeting.

ACTION: EO

6.2 Stress Management CD

A copy of the CD was circulated to all members. Members were asked to consider the CD and comment as appropriate.

ACTION: ALL MEMBERS

6.3 Newly Elected Members

Following the recent elections over 50% of Elected Members within Wales are newly elected. Welsh LGA is currently running induction programmes.

Members discussed whether a follow up letter to leaders was appropriate. Consideration was also given to an article for LG First.

ACTION: HSE SECRETARY

6.4 Link to website

Members were asked to consider whether it would be useful for their own websites to be linked to the GSE pages of the HSE website.

ACTION: ALL MEMBERS

6.5 LA Forum Update to HSC

Members discussed providing an update of LA Forum work to the HSC. It was agreed that there was sufficient links into the Commission from the Forum, and therefore that this should not be pursued at the present time.

6.6 Annual Reporting of Health and Safety

HSE have commissioned work to identify the proportion of public sector organisations which report health and safety performance within their annual report. This research should not involve direct contact with LAs.

7. DATE OF NEXT MEETING

23 November 2004 in Fortune Room, Rose Court 11am