

**HEALTH AND SAFETY COMMISSION
OFFSHORE INDUSTRY ADVISORY COMMITTEE**

Minutes of the meeting held on 20 October 2005 at
The Southwark Rose Hotel, London

Present

Chair:	Les Philpott	HSE
Members:	Bob Kyle Edmund Brookes (Part) Rab Wilson Phil Ley Jane Bugler	UKOOA BROA AMICUS OCA IMCA
Observers:	Peter Carter	DTI
HSE Observers:	Ian Whewell Bill MacDonald	HSE HSE
Secretariat:	Tonia Mason (Minutes) Tenaz Bacha	Offshore Policy Offshore Policy

Item 1 – Introduction

1. Les Philpott welcomed everyone to the meeting. He acknowledged Bill MacDonald was attending as an observer from HSE.

Item 2 – Apologies for absence

2. Apologies were received from Dominic Cattini (IADC), Allan Graveson (NUMAST), John Taylor (TGWU), Steve Todd (RMT), Robin Raphael (MCA), Larry Cairns (TUC), and Graham Collins (HSE OIAC Secretary). Thanks to Kenny Inkster (WSCA), who has now moved on. He is replaced by Dave Rhodes, apologies were sent for this meeting.

Item 3 – Minutes of the meeting held on 17 June 2005 (OIAC/05/M2)

3. The minutes were accepted as a true record of the meeting.

Item 4 – OIAC Chair's report

4. The Chair informed members that Timothy Walker has retired and that Geoffrey Podger, currently Executive Director of the European Food Safety Authority, has been appointed Chief Executive of the Health and Safety Executive (HSE). Mr Podger will be taking up his new role at the HSE on 28 November.

Item 5 – Workforce Involvement Action Programme – Progress Report (OIAC/05/03)

5. Les Philpott introduced this paper on behalf of Graham Collins. Members made the following points:
 - Responsibility has to be agreed by those identified for each of the actions. The working group would consider this further;
 - The OIAC Chair has written to Gary Luquette (Chair of Step Change Leadership Team) about the action programme and accepting the generous offer of help to OIAC's programmes.
 - Once formally agreed by those involved, the action plan should be published (on HSE's website).
 - OIAC members agreed no more research is required to follow up the review on workforce involvement.
 - OIAC members could be invited to the OCA/TU partnership seminar in March 2006.

Action point 1 - Secretariat to copy to all members the letter from Les Philpott (OIAC Chair) to Gary Luquette (Chair, Step Change Leadership Team) on the Workforce Involvement Action Programme.

Action point 2 – Secretariat to speak to OCA to explore inviting OIAC members to the partnership seminar in March 2006.

Item 6 – Reconstitution of OIAC – First Discussion (OIAC/05/04)

6. Les Philpott introduced this paper on behalf of Graham Collins. He explained the three options, to continue as now with no change or become a wider discussion forum or to disband.

7. After a full discussion the members endorsed the advantages of a less formal structure as follows:

- The committee should continue to meet so long as it feels the need to do so.
- Agreed to more flexible working.
- Agreed that membership should be expanded to other Offshore Stakeholders.
- Agreed that OIAC should keep its name.
- Agreed for OIAC to be chaired by an OSD official, with more operational focus, and to have OIAC meetings in Aberdeen.

Action Point 3: Secretariat to write up new terms of reference for the future of OIAC for circulation to members.

Item 7 – AOB

8. The Committee thanked Tonia Mason for her help in Secretariat and wished Tonia good luck in her new job.

Item 8 – Date of next meeting

9. The next meeting is provisionally planned for February, but would be held only if there is business to discuss. Subject to comments on the new terms of reference, the secretariat will propose further dates for 2006.

Action point 4: Secretariat to arrange appropriate meeting schedule for new OIAC.

Actions points from the OIAC meeting held on 20 October

Action point 1	Secretariat to send letter to all members from Les Philpott (OIAC Chair) to Gary Luquette (Chair, Step Change Leadership Team) on the Workforce Involvement in Offshore Health and Safety.
Action point 2	Secretariat to speak to OCA to explore inviting OIAC members to the partnership seminar in March 2006.
Action point 3	Secretariat to write up new terms of reference for the future of OIAC for circulation to members.
Action point 4	Secretariat to arrange appropriate meeting schedule for new OIAC.