

Workforce Involvement Group		WIG/MIN/09/2013	
Meeting date:	6 th June 2013	Open Gov. Status:	Fully open
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Exemptions:	None		

Minutes of the meeting of the Workforce Involvement Group held on
6th June 2013 at
HSE, Lord Cullen House,, Aberdeen

ATTENDEES	
<p>Present Dave Walker, Chair Elspeth More, HSE – WIG Administrator Phil Ley, OCA Jake Molloy, RMT Les Larchet, Workforce Representative Mikey Craig, Workforce Representative</p>	<p>In attendance (part)</p> <p>Apologies Mark Milne, IADC Austin Grant, CNR Les Linklater, Step Change O&G UK Frank Cairney, Petrofac Paul Adamson, HSE Offshore Regulatory Inspector Duncan Tee, Workforce Representative John Taylor, UNITE Russell Thomas, HSE – WIG Administrator</p>

Item		Action
1	Welcome and Introductions	
1.1	Dave Walker, opened the meeting. Apologies were noted.	
2.	Minutes of Last Meeting	
2.1	The Minutes of the previous meeting (07/03/13) were approved by the Group and the following outstanding items were discussed.	
3.	Matters Arising - WIG Members	
3.1	<p>Phil due to retire in September 2013, will ask at next Offshore Contractors meeting for a WIG replacement.</p> <p>Bob Lauder's replacement has now been announced as Boyd Wright. Dave to contact Robert Paterson and invite Boyd to join WIG.</p> <p>Mark Milne has indicated his intention of stepping down from WIG due to time commitments but will ensure a representative from IADC will be in place before leaving.</p> <p>Jake to approach Step Change G12 Safety Reps Meeting to ask whether they would like to send a couple of representatives to WIG meetings, it is envisioned this would be done on a rotational basis.</p> <p>Jake was unable to attend last Step Change meeting but will be attending meeting on 13th June and will raise issue of volunteers.</p>	<p>PL(01/06)</p> <p>DW(02/06)</p> <p>MM(03/06)</p> <p>JM(04/06)</p> <p>DW(05/06)</p>

Item		Action
4.	Update on Piper Alpha 25th Anniversary Event	
4.1	<p>Dave and Mikey had attended release of the Piper film to be used in PIPER 25. Agreed it was a very engaging, powerful, respectful & forward-looking film which was well received by all. Some small changes to be made were noted and will be updated by 19th June for actual event.</p> <p>Dave to contact Gillian Simpson to get actual cut off dates for presentations to be forwarded to herself, initially she had asked for them by 10th June but it was agreed by members this was unrealistic. Dave also to confirm internet access will be required for the booth to access the WIG website. Dave to arrange for 300 copies of 'Play your Part' and latest 'Tea Shack News' to be available for Piper 25.</p> <p>Mind Safety Training - Phil to forward Dave material re Mind Safety Training and presenter Eddy Woods.</p>	<p>DW(06/06)</p> <p>PL(07/06)</p>
5.	Update on Future Perenco sponsored WIG event including the event agenda	
5.1	<p>It is now confirmed the next WIG Event, which is sponsored by Perenco, will be held in Sprowston Manor Hotel on 18th September 2013. Programme was discussed and it was agreed to ask Gillian Simpson (Step Change) to present Workforce Engagement Toolkit. Programme would have to be changed to accommodate this.</p>	<p>DW(08/06)</p> <p>RT</p>
5.2	<p>Update from Russell (e mail)</p> <ul style="list-style-type: none"> • The letter to be sent to the duty holders re the event is with Susan MacKenzie and awaiting clearance. • The letter from the WIG members is ready and will be sent to WIG members for distribution as and when we start to advertise the event. This will probably be at the end of June 2013. • A copy of the event poster is attached to the minutes. This will be put onto the website to coincide with the distribution of the above letters. • WIG members to let Russell know whether attending event and room requirements (whether coming down night before). Please let Russell know asap so he can confirm bookings with hotel. • Podcasts, any suggestions regarding subjects/persons, and when? • The advertising of the Advanced Safety Rep Training should be on the WIG website from Monday 3rd June 2013 providing HSE IT suppliers exchange has gone smoothly. 	<p>AII/RT(09/06)</p> <p>AII/RT(10/06)</p>
6	'Just Culture' – Update since last meeting	
6.1	<p>Les Linklater was unable to attend the meeting. This item will now be carried over to the next meeting in September. It was agreed that PIPER 25 had taken precedence.</p>	LL(11/06)
7	AOB – No matters raised	
8	<p>Next meeting 5th September 2013. Lord Cullen House, Aberdeen.</p>	