

Workforce Involvement Group		WIG/MIN/05/2010	
Meeting date:	07 October 2010	Open Gov. Status:	Fully open
Type of paper:	Minutes	Paper File ref:	
Exemptions:	None		

Minutes of the meeting of the Workforce Involvement Group held on
7th October 2010 at
Lord Cullen House, Fraser Place, Aberdeen AB25 3UB

ATTENDEES	
<p>Present</p> <p>Fraser Easton, Chair Lisa McGhee, HSE – WIG Administrator Russell Thomas, HSE – WIG Administrator Willie Gibson, Workforce Representative Alan Caldwell, IADC Alistair McGilvray, Workforce Representative John Taylor, UNITE Jake Molloy, RMT Dave Nicholls, StepChange O & G UK Austin Grant - CNR</p>	<p>Observer Austin Grant, CNR</p> <p>Apologies</p> <p>Paul Adamson, HSE Offshore Regulatory Inspector Duncan Tee, Workforce Representative Nicky Elphinstone, Workforce Representative Robert Paterson, O&GUK Mikey Craig, Workforce Representative Les Larchet, Workforce Representative Phil Ley, OCA</p>

Item		Action
1	Welcome and Introductions	
1.1	F Easton, Chair, welcomed all attendees and observer Austin Grant from CNR to the meeting. Apologies were noted.	
2	Minutes of Last Meeting	
2.1	The Minutes of the previous meeting (26/08/10) were approved by the Group and outstanding items were discussed. The minutes will now be changed from 'draft' on the website. RT to arrange.	RT
3	Compilation and agreement of the content and timings for the WIG Event being held 30 November 2010	
3.1	It has been agreed and approved that the next WIG event will be at The Thainstone House Hotel, Inverurie on 30 th November 2010.	
3.2	Discussions took place regarding the programme and timings of the event. RT to update Agenda and circulate to all WIG members for their comments. Once agreed the Agenda will go on the WIG Website along with the flyer.	RT
3.3	Mostly all WIG members confirmed their attendance for the event. Those who have not already done so need to advise Lisa/Russell asap.	
3.4	Dave Nicholls discussed the Safety Committee Meetings and asked if papers relating to this could be circulated to all attendees at the event on 30 th November. FE agreed this.	

Item		Action
4	Agreed date and possible venue for second WIG event to be held in February 2011	
4.1	RT informed the group that he has provisionally booked Redgrave Court, Bootle for the next WIG Event. Provisional date given was 24th February 2011. RT waiting quotes from three possible venues. RT to keep group updated.	RT
5	SI971/Inspection Programme/Briefing - Update	
5.1	F Easton gave update on the SI971 inspection programme and confirmed that everything is on target. Once all results are in he will draft paper and circulate to WIG members for comments/ideas on how to present paper/findings to the OIAC meeting on 18 th November in Buxton.	FE
6	SI971 Training – Update including feedback from meeting held on 28th September 2010 with training providers	
6.1	Alistair McGilvray on behalf of Nicky and himself gave feedback on the training matrix they had presented to the training providers, at a meeting held in Lord Cullen House on 28 th September 2010. It was agreed that these findings should be presented to OIAC. WIG members to discuss which items should be taken forward. Dave Nicholls and Fraser to discuss best way to take training matrix forward.	ALL DN/FE
7	Feedback from meeting held on Thursday 16th September with Norwegian Workforce Involvement Colleagues	
7.1	F Easton gave feedback on the successful meeting he had (along with some WIG members) with the Norwegian Workforce Involvement. FE read out the letter of thanks that he had received and he will respond. All information relating to the Norwegian Workforce Involvement meeting will be placed on the WIG webpage. RT to arrange.	FE RT
8	AOB	
8.1	It was agreed that a presentation by one of the Safety Reps on the Kittiwake would be desirable for the WIG event on 30 th November. FE to discuss with Petrofac.	FE
8..2	F Easton/Austin Grant (CNR) discussed potential dates for a WIG offshore visit to the Tiffany platform. Dates suggested were early November or the beginning of 2011. FE to circulate note to WIG members for their availability.	FE
8.3	Possibly dates discussed for a WIG Christmas lunch, were 10 th or 14th December. Members to confirm their availability for those dates. FE to discuss venue with JM/JT	FE
8.1	Due to the WIG event on 30 th November, no further WIG meetings have been planned.	