

Workforce Involvement Group		WIG/MIN/05/2010	
Meeting date:	26 August 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
26th August 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 Duncan Tee, Workforce Representative Nicky Elphinstone, Workforce Representative Alistair McGilvray, Workforce Representative John Taylor, UNITE Jake Molloy, RMT Robert Paterson, O&GUK Mikey Craig, Workforce Representative Les Larchet, Workforce Representative Dave Nicholls, StepChange O & G UK Phil Ley, OCA</p>	<p>Apologies</p> <p>Paul Adamson, HSE Offshore Regulatory Inspector</p>

Item		Action
1	Welcome and Introductions	
1.1	F Easton, Chair, opened the meeting, apologies were noted.	
2	Minutes of Last Meeting	
2.1	The Minutes of the previous meeting (13/5/10) were approved by the Group and outstanding items were discussed.	
3	Actions from meeting of 13th May	
3.1	F Easton confirmed that 50% of L McGhee's time has now been approved for WIG support.	
3.2	F Easton gave feedback re his discussions with Austin Grant of CNR on future 'Tiffany' visit. The following WIG members expressed an interest:- F Easton, W Gibson, D Nicholls, L Larchet, D Tee, N Elphinstone, M Craig. Also reported positive meetings with Warren Stocks of Petrofac and John Colley, ex BG regarding support for WIG and possible offshore visits to Kittiwake and Armada. F Easton will keep the group updated on progress.	FE
4	SI971/Inspection Programme/Briefing - Update	
4.1	F Easton gave an update to the group on the SI971 project. Progress to date was received enthusiastically by WIG members. An official report will be made public in due course. Fraser to keep group updated on progress.	FE

Item		Action
5	Additional 'SI971 Training' - Update	
5.1	<p>A McGilvray and N Elphinstone gave a presentation on the Safety Training Reps Matrix they had created based on feedback from WIG events in March 2010. A McGilvray and N Elphinstone to lead an early meeting with the 'Training Forum' to discuss and refine, and report back.</p> <p>K McCabe to provide F Easton with any specific/interesting information from the SI971 Programme that has been picked up on and can be passed on to aid N Elphinstone and A McGilvray.</p>	<p>AM/NE</p> <p>KM/FE</p>
6	Effective safety committee meetings – proposal by Step Change to prepare simple guidance on the key elements of an effective safety committee meeting	
6.1	D Nicholls presented the group with draft guidance on the above. This received general support. Feedback to be provided to Dave Nicholls by 17th September.	ALL
7	Step Change and OIAC workforce groups – 'Working more collaboratively'	
7.1	Following on from Jim Nielson's paper on the above, R Paterson wanted to ensure that OIAC, WIG and Step Change Workforce Engagement Group were working cooperatively and not overlapping. There was broad agreement from the Group. F Easton reported that he had had a very productive meeting with the joint Chairs of the Step Change WEG, and closer collaboration and information sharing had been agreed.	
8	Future WIG Event	
8.1	<p>It has been agreed and approved that the next WIG event will take place at Thainstone House Hotel, Inverurie on 30th November 2010.</p> <p>Any items for the agenda to be forwarded to L McGhee/R Thomas asap. Following agenda items were suggested:- SI971 Programme, Training Matrix, Step Change, Armada/Kttiwake Presentations.</p> <p>F Easton will draft an agenda and distribute to members for comments.</p> <p>There may be possibility of holding a further event late February/early March 2011. Members were asked to confirm their availability asap for then, and also suitable venues for a more SNS focused event.</p>	<p>ALL</p> <p>FE</p> <p>ALL</p>
9	WIG Website	
	<p>R Thomas gave a presentation to the group on the new WIG Website. All members congratulated Russell on his efforts and were all very pleased and impressed with the website.</p> <p>Suggestions were that 'Tea Shack News' to have a link in WIG Website, also change picture on main WIG webpage when an update has taken place. OILC.org to be added to 'affiliated organisations' on webpage.</p> <p>R Thomas to amend</p>	RT
10	AOB	
10.1	F Easton reported that Norwegian Colleagues from the Norwegian Safety Forum are looking to get together with members of the WIG Group on 16/17 September to share information. WIG members to advise on availability for these dates.	FE
10.2	F Easton suggested a WIG xmas lunch, possibly 9 December. Members to confirm their availability for that date and suggestions for a venue.	ALL
10.3	The next WIG meeting will be held on Thursday 7 th October 2010 1:00pm -- 4:00pm at LCH.	