

Workforce Involvement Group

Meeting date:	08 December 2008	Open Gov. Status:	Fully open
Type of paper:	Minutes	Paper File ref:	
Exemptions:	None		

Present

Phil Ley – OCA
 Jake Molloy - RMT
 John Taylor – UNITE (TGWU section)
 Robert Paterson – Oil and Gas UK (attended part of meeting)
 Dave Nicholls – Stepchange
 John Skeggs - IADC
 Alistair McGilvray – Workforce Representative (OIM)
 Mikey Craig –Workforce Representative
 Duncan Tee – Workforce Representative (Supervisor)
 Julie Voce – HSE, Chair
 Rob Miles –HSE visitor
 Jean Flett - HSE Secretarial Support (stand in)

Apologies

Willie Gibson – Workforce Representative (Health and Safety Training Specialist)
 Craig McDermid – Workforce Representative (Offshore Worker)
 Fraser Easton (HSE Inspector)

Item	
1	Introduction and apologies
1.1	Julie welcomed everyone to the meeting.
2	Minutes of Last Meeting
2.1	Everyone agreed it was a true record of the meeting.
3	Update
3.1	Julie Voce advised the committee that she was no longer Head of Offshore Policy but is now on an attachment to OSD for the KP3 review. She will continue to chair the WIG and the associated work in relation to the workforce involvement events. The attachment is for approximately 6 months.
4	KP3
4.1	Julie advised the committee that HSE is changing the structure of the KP3 review project. Steve Walker is the senior responsible person and Shahmeen Sheikh is the Project Manager. HSE now want to combine the work WIG and OSD are undertaking as a combined report rather than two separate reports. The proposal is that the WIG report will be sent to Shahmeen Sheikh who will either feed the details into the body of the report or

	<p>possibly attach part of the WIG report as an annex to the report. Julie read from an email from Ian Whewell outlining what outputs were required from the WIG - 1. a report on the functioning and effectiveness of the existing Safety Rep Regs with perhaps some ideas for improving effectiveness and 2. Feedstock (possibly in the form of a report/paper) from WIG to contribute to the section of the report dealing with progress on workforce involvement.</p> <p>Julie also said that since the KP3 review project was now completely OSD led, there had been a suggestion that the two project initiation documents should be combined. She realised that WIG members had not yet seen the PID for the first part of the original project but they may be able to agree to this combined PID if they were given sight and input before it was signed off. She stated that it was the role of the project's Senior Responsible Owner Steve Walker to sign off the document.</p>
4.2	<p>Members of WIG voiced dissatisfaction. John Taylor advised that he would resign because he would not be prepared to work on a report that would be included as part of an HSE report that had been written by HSE and wordsmithed and he felt unable to justify this to union members. Jacke Molloy agreed with him and said that he could not contribute on that basis either. The opinion is that the report produced under the auspice of WIG may be diluted in some way or even excluded from the final report.</p> <p>Phil Ley suggested that we could contribute to the HSE report but then if it did not reflect what the WIG had said then representations could be made via the unions to MPs including Frank Doran and the Minister. John Taylor said that in his experience these things needed to be agreed at the start not unpicked at the end when it was too late. Alistair McGilvray asked John Taylor not to resign from the group. John Skeggs said that the WIG was an exciting group to be involved with which had achieved a great deal since it was rejuvenated and it would be a shame if it was not allowed to continue its work as a cross-industry group.</p> <p>John Taylor said that he had been convinced that the group could work together to produce a good report which would form the second part of the KP3 review.</p> <p>Julie advised the group that they should not forget that KP3 was one workstream and that the group's activities in other areas are equally important. She advised that she would rather individuals, if necessary, stepped down from this particular workstream rather than opt to resign from WIG. Julie stressed that she hoped there would be a satisfactory middle ground to address any concerns that WIG members may have. She said that she was meeting both Steve Walker and Shahmeen Sheikh on Friday morning to discuss the project. She asked members not to make any hasty decisions about their future involvement before she had had a chance to feed their response back to the project team.</p> <p>Julie asked if people would be content for the WIG report to be included, unedited, as an annex. There was discussion around what was now wanted from the group and what they were prepared to contribute to the project - it was agreed that this had to be a 'stand-alone' report otherwise it would not have input from the unions.</p> <p>Phil Ley said (in response to the suggestion that an output would be a report on the functioning and effectiveness of the safety regulations) that the group could not carry out a review of the safety reps regulations. Julie said that was not what was being asked - HSE as the government department responsible for the regulations would have to do that, but that the WIG had already agreed to look at the existing framework for workforce involvement - including the provisions set out in the regulations - i.e. appointment, duties, responsibilities etc of safety reps and committees.</p> <p>Phil Ley asked if because WIG was a sub-group of OIAC whether this issue could be put to</p>

	<p>OIAC or at least raised with Ian Whewell as Chair, she agreed to undertake this action.</p> <p>WIG members do not want to undertake significant work associated with the KP3 review only to find that this has not been accounted for in the final report.</p> <p>John Taylor said that he had been convinced that the group could work together to produce a good report which would form the second part of the KP3 review. Members agreed to hold back on further comment until they had the opportunity to review the revised PID.</p>
AP	<p>Julie to advise Steve Walker and Shahmeen Sheikh of the groups concerns about combining the two reports. WIG preference is that WIG input should be treated as a separate part of the report and not embedded into the HSE report; it should be as an annex and unaltered unless agreement given by WIG.</p> <p>Julie Voce to advise Ian Whewell as Chair of OIAC of the group's discontent to this change proposal.</p>
AP	<p>Julie to issue restructured PID, when produced, to WIG members for comment and agreement.</p>
AP	<p>WIG is a sub-group of OIAC the concerns expressed by WIG should be an issue for OIAC discussion. Julie to raise this issue with Ian Whewell as Chair.</p>
5	<p>Questionnaire to workforce</p>
5.1	<p>Julie advised the committee that it was not feasible to run a workforce 'survey' at this time as the process HSE is required to follow will involve a detailed government 'gateway process' which would take at least six months to set up even if it were approved, the main concern being that we should not add additional administrative burden on industry.</p> <p>She stressed that it is feasible, however, to ask some questions on the back of some market surveillance that was already planned by the Communication Manager, to assess the efficacy of HSE methods of communicating with the offshore workforce. At the moment, current plans for this work would involve a set of questions asked at the heliports. This could include questions about workforce involvement and awareness of KP3 since this would test HSE's communications approach. It would also provide the best option for the WIG given tight timeline constraints. The intention is to utilise an independent body to undertake this work and it is proposed that this will be undertaken during January 09, but this may be delayed into February. This still gives us sufficient time to feed the results of this question set into the KP3 report.</p> <p>Union representatives John Taylor and Jake Molloy said that the unions would put an endorsement of the market surveillance exercise on their respective websites, this would advertise the fact that the exercise would take place, that it had union backing, gain buy-in and generate interest.</p> <p>Julie has issued the draft question set to WIG members for comment.</p> <p>Note: Julie advised that the work associated with the questionnaire is still not a done deal but that she was optimistic that it will go ahead.</p>
5.2	<p>The Group agreed that we should raise awareness about the questionnaire as a Tea Shack News flyer and both unions would include endorsements of the work and the market surveillance on their websites.</p> <p>John Taylor asked about the question set that he had received. A copy of a letter from HSE's KP3 project team was circulated with an attached question set. No other WIG</p>

	<p>members were aware of the letter or questions but after reading the document expressed the consistent opinion that the questions asked were not those that the WIG would want to ask.</p> <p>Julie was specifically asked to circulate a first draft of the question set and undertook to do this by Monday 15th December.</p>
AP	WIG Group members to feedback views on question set which Julie issues on Monday.
AP	Julie Voce to produce wording for the special edition of Tea Shack News flyer and send this to Carol Jeffrey to arrange production of the pdf. format. After agreement with WIG members
AP	Julie to issue the question set, which it appears was only sent to John Taylor, by HSE KP3 project team to the other WIG members for comment – undertake 15/12/08.
6.	Workforce Involvement Events
6.1	<p>Julie reminded WIG members that whatever they decided in terms of the KP3 Project, the group had agreed to organise two major events next year. She confirmed the dates for the events in Norwich and Aberdeen. The Norwich event is on the 12th March '09 and will be hosted at Norwich City Football Club. The Aberdeen event, which we expect the Minister to attend, will be on the 11 June '09 this event will be at the Thainstone House Hotel. Julie has advised the group that she has already booked the hotel for all WIG members for the night before the event and the night of the event. Group members discussed the agenda for both events and agreed on speakers and a rough working timetable. It was agreed that the events would build on the major hazard awareness theme that proved successful at Murrayfield, but that some key agenda items would be different to the Murrayfield agenda. There was some discussion about the desirability of a question time or a discussion forum at the end of each event.</p> <p>Rob Miles gave some useful insights as to how workforce might see themselves in terms of wanting to be involved in workplace health and safety matters – or not.</p> <p>It was agreed that both draft agendas would be circulated to members. It was agreed that early agreement was necessary to make the most of the time available for promotion of the events.</p>
AP	Group members to advise Julie wither they require the hotel bookings for the night before the event and for the evening of the event.
AP	Julie to issue copy of draft agendas to group members for their consideration