

Workforce Involvement Group			
Meeting date:	16 January 2009	Open Gov. Status:	Fully open
Type of paper:	Minutes	Paper File ref:	
Exemptions:	None		

<p>Present</p> <p>Phil Ley -OCA John Taylor – UNITE Jake Molloy - RMT Robert Paterson – Oil and Gas UK Alastair McGilvray – Workforce Representative Willie Gibson – Workforce Representative Mikey Craig – Workforce Representative Julie Voce – HSE, Chair Pauline Knight – HSE Secretariat</p> <p>Apologies</p> <p>Dave Nicholls - Stepchange John Skeggs - IADC Craig McDermid – Workforce Representative Duncan Tee – Workforce Representative Fraser Easton – HSE</p>

Item	
1	Introduction and apologies
1.1	Julie welcomed everyone to the meeting.
2	Minutes of Last Meeting
2.1	The last minutes were discussed and Julie informed the group that they would become a public record and appear on the website. The group agreed that the minutes were a true record and reflected member’s feelings at the last meeting
3	Workforce Involvement Events
3.1	The group discussed and agreed the agendas and panel member’s at both events. Julie has spoken to Glen Sibbick (Centrica) who has agreed to give a presentation using the Rough video as a focal point, at both Norwich and Aberdeen Workforce Involvement events.
3.2	Les Larchet, who is an OIM on the Centrica Rough platform, had originally been approached about the Rough presentation and Glen Sibbick had responded subsequently. Les Larchet had expressed an interest in becoming a member of the Workforce Involvement Group. Julie had confirmed that the WIG had OIM representation but that we would like to be able to contact him again in the future
3.3	John Skeggs has offered to do 'barriers' presentations at both the Norwich and Aberdeen events, using 'Bow Tie' model. Julie suggested this could be tied into the exercises at the events. Julie will meet with John Skeggs to discuss the development of appropriate group exercises.
3.4	Magna Ognedal, the Director General of the Norwegian Regulator, the PSA, has agreed to attend the Aberdeen event. He is happy to present on workforce involvement in Norway and take part in a question and answer/discussion session at the end of the day.

3.5	John Holloway, Vice President Shell UK Exploration and Production gave a presentation in September at the NSOAF (North Sea Offshore Authorities Forum) conference following which Julie spoke to him about the Workforce Involvement Group events. He has confirmed that he would be happy to give a presentation at the Aberdeen event. The WIG welcomed his inclusion on the day's agenda and discussed the effect of senior industry managers at workforce involvement events. It was agreed that there was added potential for a lively discussion at the end of the day. Phil Ley suggested that delegates give prepared questions to the speaker anonymously by way of a 'fishbowl'. The group agreed with this suggestion.
3.6	Willie Gibson and John Taylor both thought that as the Workforce Involvement Group had contributed to the KP3 report the workforce should be told of it's involvement. Julie agreed to do a short introduction regarding the group and its contribution to KP3 at both events. She informed members that Kevin Myers, who had opened the Murrayfield event, had been made Deputy CE of HSE and that he would be replaced as Head of HID by Gordon MacDonald. Julie Undertook to brief Gordon Macdonald about WIG and the events and ask if he would like to attend.. Once it was clear which senior HSE managers would be attending the events, and what stage the KP3 review had reached, then an appropriate item could be included on both agendas.
AP	Pauline will email members by (February 13) for the March event and as soon as possible for the June event - rooms are limited at the Thainstone and are likely to go quickly, for availability and accommodation requirements for Norwich on the 10th March and for the Aberdeen event on 11 & 12 June.
AP	Pauline will check flight times to and from Norwich to Aberdeen, check hotel availability and email members with details by February 2nd
4	KP3
4.1	Julie informed the group that the KP3 Project Initiation Document (PID) is now an amalgamation of the initial KP3 PID and the Workforce Involvement PID and asked members to read it and let her know if they had any comments by 23 January 2009
AP	Julie to send draft amended PID to all WIG members for comment by 20 January 2009
AP	All members to let Julie have any comments on the amended PID by c.o.p 23.01.09 Nil returns will be taken as endorsement of the PID
4.2	The proposed Market Surveillance exercise was discussed, which will include a questionnaire to the offshore workforce, and which will provide information to the KP3 review. Growths for Knowledge (GfK) have submitted a research proposal, which was circulated and discussed. This is a proposal at the moment and JV confirmed that Oliver Glackin, HID's Communication Manager, was handling this. Comments were received about the method of collecting information - specifically the proposed timing of the interviews - and Julie spoke to Oliver Glackin immediately to correct the assumptions that had been made about flight times offshore, so that these could be incorporated into any amendments to the proposal before it was agreed. There was also discussion around the question set. JV confirmed that this will be developed after the contract for the work had been awarded.
4.3	The group informed Julie that the times for interviews to be undertaken at the heliport will need amending from between 9am and 6 pm to between 5am and 10am as this is when offshore workers are at the heliport. Willie Gibson and Phil Ley volunteered to supply the interviewers with generic Job Descriptions for offshore workers so that they can become familiar with what the different occupations actually do offshore.
4.4	John Taylor asked that the subject of union membership be withdrawn from the questionnaire.
AP	Julie to liaise with Oliver Glackin about the question set and specifically the questions about union membership..
4.5	Willie Gibson suggested that the question 'Types(s) of hazardous activity undertaken offshore' was

	<p>not appropriate as all hazards offshore are managed. Jake Molloy proposed that a better question might be 'What do you consider hazardous activities offshore?'</p> <p>Willie Gibson suggested amending the question 'Are you a Safety Rep?' to 'How do you get involved in safety offshore?' as this would elicit a more than one word answer and may encourage respondents to think about safety offshore</p>
AP	JV to liaise with Oliver Glackin on the question set
4.7	Julie asked for an update on the KP3 report workstreams undertaken by group members
4.8	Robert Paterson is drafting 'Industry progress of KP3 workforce involvement issues' (points 5-11) but is waiting for information to become available within O&GUK. There was some discussion about mention of an 'MOT type check', which appeared in the Step Change Leadership Team minutes - which may be a source of information. RP had not seen the minutes but said that he would look into this.
4.9	Julie has received the draft of 'The role of the Workforce' from Jake Molloy, Willie Gibson and Craig McDermid (points 12-14)
4.10	Nothing has been received yet from Dave Nicholls on 'Health and safety training, competence and standards' (point 15)
4.11	John Taylor and Phil Ley 'Learning and communication' (point 16)
4.12	Craig McDermid 'Safety case consultation' (point 19)
4.13	Alastair McGilvray and Duncan Tee 'Auditing' (point 18) & 'Industry Best Practice' (points 20-21)
4.14	Following the Workforce Involvement event at Murrayfield in 2008 Julie Voce received feedback and one email in particular had raised the issue of workforce involvement in safety cases. Julie had forwarded this to Craig McDermid as an aide to the work he had been asked to contribute. JV undertook to circulate the email to others so that they could see the sort of concerns raised. There was some discussion about the extent of workforce involvement in safety cases and the difference in performance on this issue across the offshore industry. Further information might be gleaned from the market surveillance work if an appropriate question was included.
4.15	Group members recognized that low numbers of workers offshore are unaware of the details of a Safety Case or indeed in their consultation role. The issue of competence and training for active participation in the safety case process was discussed and it was agreed that the workforce generally needed more training in this area. However, both Willie Gibson and Phil Ley agreed that training options have declined e.g. NEBOSH training is no longer undertaken by workers, and only minimum training is now offered.
4.16	<p>Phil Ley asked whether HSE could provide numbers for enforcement action taken by HSE on dutyholders' failure to consult with the workforce regarding the safety case, as there is a requirement to do this. Robert Paterson said that due to a regulatory change dutyholder's now have to demonstrate how this consultation is done. Willie Gibson thought that this consultation is often done after the fact and Robert Paterson suggested the group get feedback form HSE inspectors regarding how the workforce are consulted.</p> <p>JV thought this might be problematic but agreed to explore possibilities.</p>
5	AOB
5.1	JV informed the group that a workforce involvement poster and guidance is being produced by the Energy Institute, and asked whether any members were aware of this. No members were aware of this initiative. Rob Miles, a Human Factors specialist Offshore Inspector, has contributed to the EI

	<p>workgroup. The WIG discussed the EI role in relation to the upstream energy industry and the major industry players involved. It was thought that the Energy Institute dealt mainly with downstream oil and gas issues and there was some discussion about the relevance of the guidance to the upstream industry, largely represented by O&GUK.</p> <p>Phil Ley suggested that it might be useful to invite an EI representative to speak to the WIG about this work. . JV said that she would find out more about the EI guidance and report back.</p>
AP	JV to investigate EI work further and report back.
6	<p>Next meeting : 02 February 2009 at 2pm (lunch will be available from 1.30pm) Richard Emmott Room Lord Cullen House Aberdeen</p>