

**Workforce Involvement Group**

<b>Meeting date:</b>	17 September 2008	<b>Open Gov. Status:</b>	Fully open
<b>Type of paper:</b>	Minutes	<b>Paper File ref:</b>	
<b>Exemptions:</b>	None		

**Present**

Phil Ley - OCA  
John Taylor - UNITE  
Robert Paterson – Oil and Gas UK  
Norman Marwick – Stepchange  
Alistair McGilvray – Maersk Contractors  
Willie Gibson – Workforce Representative  
Graham Young – Workforce Representative  
Julie Voce – HSE, Chair  
Oliver Glackin – HSE  
Karen Daniels - HSE

## Apologies

Fraser Easton - HSE  
John Skeggs – IADC  
Mikey Craig – Workforce Representative  
Craig McDermid - Workforce Representative

Item	
<b>1</b>	<b>Introduction and apologies</b>
1.1	Julie welcomed everyone to the meeting.
<b>2</b>	<b>Minutes of Last Meeting</b>
2.1	Everyone agreed it was a true record of the meeting apart from one sentence at 3.2 which read : <i>It was suggested and agreed that where NRB was a problem then and insecure workforce meant that there could be a more hazardous workplace as a result because there would be reluctance for people to voice concerns over safety issues.</i> This was amended to read: <u><i>It was suggested and agreed that where NRB was a problem an insecure workforce meant that there could be a more hazardous workplace as a result because there would be reluctance for people to voice concerns over safety issues.</i></u>
<b>3</b>	<b>Future WIG Events and Work Streams</b>
3.1	The group discussed themes that could be explored and expanded at future WIG events and the means of providing the offshore workforce with information. The themes of training and competence, hazard identification, understanding barriers, risk assessment were discussed.
3.2	A guidance publication focussing on major hazard identification and workforce involvement - building on the themes in 'Play Your Part' was discussed. This could also capture examples of best practice (as did PYP).

3.3	Suggestions were made for possible speakers at the events which included presentations on understanding barriers and an Accident Investigation Profile. It was also suggested that the workforce be asked via forthcoming Step Change event for any topics they would consider useful at the event.
3.4	Two potential events were discussed - one in the Southern basin and one in Aberdeen. Norwich was suggested as a venue for the southern basin in March (bringing it within the current financial/budget year). It was envisaged that this would be a medium sized event of about 40 - 50 people maximum. The event in Aberdeen could be planned for June to coincide with the publishing of the KP3 Review report. This was envisaged as a larger event. Dundee might be a possible venue since Aberdeen is almost prohibitively expensive both for conference facilities and accommodation (if it is available at all). It was agreed that early planning was crucial and dates should be set soonest.
<b>AP</b>	Members to check availability for referred dates, suggestions for venues, ideas for a smaller scale event on the Southern basin (possibly for March 09), what are the issues in this area.
<b>AP</b>	Norman Marwick to question workforce at Step Change event on 2 <sup>nd</sup> October and report findings at next meeting
<b>4.0</b>	<b>KP3 Review Report</b>
4.1	Julie Voce explained the background of KP3 and how the request for a review had come from the Secretary of State and announced through the government response during the adjournment debate in July that marked the 20th anniversary of Piper Alpha, instigated by Frank Doran MP.
4.2	Members had been sent excerpts of the review prior to the meeting. Among the group it was agreed that the content of this review should include an historical perspective of workforce involvement; the current arrangements for engagement of the workforce - including the roles of individuals, safety representatives, safety committees and the unions. There would be a comparison with onshore industry. International comparisons would be included in the briefest of terms in a widely scoped introduction.
4.3	The reports would focus on options to options for strengthening the safety culture through workforce involvement - through a number of approaches. The Group agreed that it was not within its remit for this project to determine solutions or make recommendations. The group also agreed that it was neither possible nor desirable that it undertake any revision of regulations, rather this would be an option for the HSE or other regulatory body to decide based on the options set out in the final report.
<b>AP</b>	Step Change to collate information on best practices they have already obtained re asset integrity and forward to Julie .
<b>AP</b>	Julie Voce to circulate KP3 Review (technical) project brief when available
<b>AP</b>	Members to provide Julie with details of best practices.
<b>AP</b>	Julie Voce to prepare a project brief to be circulated among all members for input.
<b>5.0</b>	<b>Extended Membership</b>
5.1	The group discussed the possibility of extending their membership . It was agreed that representatives of first line supervisors would be beneficial.

<b>AP</b>	<p>Julie Voce to write an article for Teashack news to promote Workforce Involvement Group and request volunteers from supervisors</p> <p>Step Change to canvass interest on behalf of WIG.</p> <p>All expressions of interest to be referred to the WIG secretariat.</p>
<b>6.0</b>	<b>AOB</b>
	<p>The next meeting was agreed for 18<sup>th</sup> November 2008 in Aberdeen although dates for an earlier sub meeting would be circulated prior this .</p>