

**Workforce Involvement Group****Meeting date:** 18 November 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  
 Robert Paterson – Oil and Gas UK  
 Dave Nicholls – Stepchange  
 Alistair McGilvray – Maersk Contractors  
 Duncan Tee – Workforce Representative  
 Willie Gibson – Workforce Representative  
 Craig McDermid – Workforce Representative  
 Julie Voce – HSE  
 Fraser Easton - HSE  
 Louisa Cooper - HSE  
 Pauline Knight – HSE  
 Karen Daniels – HSE

**Apologies**

Mikey Craig –Workforce Representative  
 John Skeggs - IADC

<b>Item</b>	
<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.
<b>3</b>	<b>Membership</b>
3.1	Julie welcomed new members , Jake Molloy, Dave Nicholls and Duncan Tee.
3.2	A discussion was held on further additions to the membership.Further applications to join had been received as a result of the article in Teashack News. An agreement was reached that offshore workers were preferred. Alan Bulman,a Services Supervisor had expressed an interest in joining. No objections were made and it was agreed to invite him to attend the next meeting.

3.4	Members had been sent a draft version of the report prepared by Julie Voce prior to the meeting together with excerpts form Lord Cullen's report on Piper Apha . The group were advised that this report may attract a lot of attention when published. All members agreed to their names being put on the report.
3.5	The group discussed the drafted report and suggestions were made among the group on how to engage the workforce .It was agreed to distribute a questionnaire among the offshore workforce. Various ideas, including online, telephone and direct mail shots were suggested as to how to capture as many employees as possible. Unions and Step Change could set up the questionnaire on their websites. The questions are to be worded in order to achieve an honest reflection of the views of the workforce. It was suggested that Chris Venn be contacted to advise on the wording of the questionnaire. An independent body (HSL) will be asked to collate, analyse and report findings for the group.
AP	HSE to look at resources available e.g funding , HSL
AP	HSE to draft questions for the questionnaire and circulate to all members to comment. Liase with Chris Venn
AP	PID / project brief to be circulated to all members (HSE)
AP	John Taylor and Jake Molloy offered to circulate questionnaire among their members.
AP	Dave Nicholls to advise if Step Change could provide a list of email addresses.
3.6	Julie advised the group that Sharmeen Sheikh may contact them to gather information for her report of the KP3 review on the technical aspects.
3.7	Robert Patterson explained that Oil & Gas UK would be reviewing those companies who had received red /amber lights during the original KP3 study. The aim is to establish if any improvements have been made to solve the issues that were raised as causing concern. O&GUK would also be contacting new and smaller operators to ask how they deal with asset integrity and how they engage the workforce. The report will be published.
3.8	A discussion was held on how historically the workforce had no specific involvement in MH asset integrity or safety cases. There is poor attendance from safety reps at asset integrity meetings .Certain members felt that the workforce had no knowledge of the KP3 .The workforce need to have a greater awareness of safety aspects within their own specific roles and the effects if they are not followed. It was agreed by all attendees that Workforce involvement was crucial for offshore safety.
3.9	Members viewed the KP3 report and divided the topics to be covered between them. Draft versions to be circulated to all members.
AP	Julie Voce to draft "Introduction" and "Perspective" (points1-4)
AP	Robert Patterson to draft "Industry progress of KP3 workforce involvement issues" (points 5-11)
AP	Jake Molloy ,Willie Gibson and Craig McDermid to draft "The Role of the Workforce" (points 12-14)
AP	Dave Nicholls to draft "Health and safety training,competence and standards" (point 15)
AP	John Taylor & Phil Ley to draft "Learning and communication" (point 16)

<b>AP</b>	17 "Major hazard awareness and the risk management process" removed
<b>AP</b>	Craig McDermid to draft 19 "Safety case consultation" ( Julie to help if needed )
<b>AP</b>	Alistair McGilvray & Duncan Tee to draft "Auditing" & "Industry Best Practice" (points 18, 20-21)
	The group decided that more frequent meetings were required, possibly every month from the New Year until the completion of the report. <b>Next meeting 8<sup>th</sup> December 2008 in Aberdeen.</b>