

Small Business Trade Association Forum Minutes

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Small Business Trade Association Forum

Minutes of the Meeting of the Small Business Trade Association Forum,
Held on 16 February 2011 at BIS Conference Centre, 1 Victoria Street, London SW1H 0ET

Present:

Frances Outram	Chair
Pippa Morgan	CBI
Ray Engley	Road Haulage Association
Bettine Pellant	Printing Industry Confederation (PICON)
Peter Newport	Chemical Business Association
Kevin Minton	Construction Plant-hire Association
Philip Marsh	British Glass Manufacturers' Confederation
John Morecroft	Vehicle builders and Repairers Association
Sara Higham	Federation of Small businesses
Pete Walker	British Constructional Steelwork Association
Michelle Irving	British retail Consortium
Steve Pointer	EEF
Matt Mahoney	British Woodworking Association
Paul Bogle	National Federation of Builders
Martin Isles	Mineral Products Association
Ron Bonner	Professional Lighting & Sound Association (PLASA)
David Ursell	Registered Nursing Home Association
Sophie Fernandes	Institute of Directors (IOD)

HSE Officials Present:

Clive Fleming	HSE Head of Strategic Interventions Division (SID)
Kate Haire	HSE SID Business Involvement Unit Senior Policy Adviser
Jill Hawthorne	HSE SID Business Involvement unit (SBTAF Secretariat)
Graeme Walker	HSE Operational Strategy, Agriculture and Food Sector

Presenters:

Rowan Chapman	Dept for Communities & Local Government
Louise Upton	Dept for Communities & Local Government

1	Introductions and apologies
1.1	Frances Outram introduced herself to members and informed them that she was delighted to take over the role of Chair for SBTAF and acknowledged the sterling work done by Judith Donovan. Frances introduced Clive Fleming Head of Strategic Interventions Division, HSE; Graeme Walker, HSE Operational Strategy, Agriculture and Food Sector; Rowan Chapman and Louise Walker both from Dept of Communities and Local Government. Frances welcomed Pippa Morgan, CBI to her first meeting.
1.2	Apologies were received from: Eileen Lawson National Hairdressers' Federation

	<p>Wendy Nixon Pat Stanley Chris Parker</p> <p>Wayne Smith Declan Moore Tim Webb</p>	<p>Hair & Beauty Industry Authority National Farmers Union National Society of Allied and Independent Funeral Directors British Coatings Federation Glass and Glazing Federation PICON</p>
2.	Minutes of the last meeting	
2.1	The Forum agreed that the minutes reflected an accurate and true account of the meeting held on 30 September 2010. There were no matters arising.	
3	SBTAF Survey	
3.1	The SBTAF survey was launched as the new chair, Frances Outram wanted to ensure the current approach to operating the Forum was appropriate and to establish the benefits received by members. The questionnaire was in three parts and concentrated on engagement between Trade Associations and their members, SBTAF members and HSE; format of meetings; and lastly membership and communications. Because HSE is facing a spending review and many organisations are feeling the effects of the recession, it was also important that Forum continued to provide value to all parties should any changes be made to the way its business is conducted.	
3.2	<p>Kate Haire thanked everyone for their valuable contributions and for taking the time out to complete the survey questionnaire. We received 32 forms out of 54 memberships. Kate presented facts and figures based on the outcome of the survey which can be found on the e-community site. The outcome was mostly positive and following some discussion the following action points were agreed.</p> <p>Action points from this session:</p> <ul style="list-style-type: none"> • Shadow Board to review meeting pattern for future forums • HSE to consider how better to communicate with those who can not attend meetings • HSE to consider how better to communicate with members outside of meetings • HSE and SBTAF members to consider ways to attract new members • HSE to consider inviting the Minister for Employment, Chris Grayling MP to attend a future SBTAF meeting. 	
4	Lord Young Overview	
4.1	Clive Fleming led this section of the meeting and focused on Lord Young's recommendations that the Government is committed to taking forward. Nineteen recommendations fall to HSE to implement. Clive informed the Forum that HSE had welcomed the review and would continue tackling the myths around Health and Safety and working on reducing burdens on SMEs.	
4.2	<p>Also discussed were issues relating to consolidation of health and safety regulations. Paul Reeve, Electrical Contractors Association had submitted a possible model for consolidating (simplifying) UK workplace health & safety regulation to Lord Young during his review. Clive asked members for their views and stressed the importance of receiving views from the SME community. Sara Higham, FSB remained unconvinced that consolidation would help and her view was shared by others in the group. Peter Newport, Chemical Business Association (CBA) noted the intentions of the process but expressed concerns that the history of consolidation efforts had usually lead to a review and extension of requirements which would not be welcomed.</p> <p>There was a general discussion about HSE endorsement of tripartite produced guidance. Martin Isles (MPA) requested help on the specific issue of two items of guidance generated</p>	

	<p>by Industry; formally approved by the HSE chaired tripartite 'Quarries National Joint Advisory Committee' (QNJAC) but not subsequently released for publication.</p> <p>4.3 Also as part of Lord Young's review, proposed amendments to RIDDOR went out to consultation on 31 January 2011 and the consultation closes on 9 May 2011. Peter Newport (CBA) commented that the proposal did not remove the existing requirement to record 3 day lost time in accidents but to change the reporting of accidents to HSE from a 3 day to a 7 day basis. He welcomed this as many chemical sector metrics are based on this interval. Other members agreed with this.</p> <p>4.4 Kate Haire then went on to discuss OSHCR. Kate explained the criteria which health and safety consultants must meet in order to appear on the register and went into the website to show guidance and also explained what action would be taken in the event that a complaint was made.</p> <p>4.5 Kate next informed the group that currently there are two consultation exercises underway related to the development of online risk assessment tools. The closing date for comments on the tool for low risk shops is 8 March 2011 and the closing date for comments on the Charity Shops tool is 16 March 2011. Kate welcomed feedback from members.</p> <p>4.6 The Lord Young review also recommended drawing up guidance for home working. It was seen that this would help small businesses. HSE has already discussed ideas with FSB but Clive would welcome ideas from SBTAF members who have already assisted with the Health & Safety made simple guidance which goes a long way towards what is needed for home working.</p> <p>4.7 Action points from this session:</p> <ul style="list-style-type: none"> • Requested views from SBTAF on consolidation of H&S legislation relating to: <ul style="list-style-type: none"> *how long it takes to learn H&S law required *how did they learn • EU issues: <ul style="list-style-type: none"> * Lord Young recommended that The UK should take the lead in cooperating with other member states to ensure that EU health and safety rules for low risk businesses are not overly prescriptive, are proportionate and do not attempt to achieve the elimination of all risk. Members to give some thought as to how they could influence this debate. * SBTAF secretariat to arrange a presentation for future meeting on the EU 2014 review of health and safety. • Guidance for Home workers – request views from members • SBTAF Secretariat to obtain a progress update on publication of QNJAC guidance.
5	Hot Topics
5.1	<p>Kate gave an overview and update of current HSE initiatives.</p> <p>Core messages for SMEs The content and design of the booklet has been finalised and it is expected to be published in March. Health and Safety made simple content will be presented in webpage format and in PDF format to download. HSE will now raise awareness of the booklet and develop a banner that stakeholders can place on their website to advertise it and link directly to the guidance.</p> <p>Action:</p> <ul style="list-style-type: none"> • Once finalised, a copy of the website address will be sent to members by e mail.

<p>5.2</p>	<p>HSG65 Update Work on HSG65 was slowed whilst HSE considered the outcome of Lord Young's report and the wider implications for, in particular, the guidance we produce. We have now restarted the discussions, through the 'Community Forum' on key elements of the new guidance and will be holding two workshops to widen the discussions on the draft guidance.</p> <p>We will be holding the first in central Manchester on 14.03.11, and the second in London on 21.03.11. Venues to be confirmed for both. A full draft will be circulated ahead of those events.</p> <p>Action:</p> <ul style="list-style-type: none"> If you would like to attend please let Kate Haire know at kate.haire@hse.gsi.gov.uk.
<p>5.3</p>	<p>Liquefied Petroleum Gas (LPG) Kate had brought a 'mock installation record /asset register' for small bulk LPG installations that HSE are proposing to trial.</p> <p>Action:</p> <ul style="list-style-type: none"> Kate invited members to have a look and informed them that Julian Delic HSE would like to hear from people if they would like to test it and help him identify any problems. Please contact Julian direct at julian.delic@hse.gsi.gov.uk
<p>5.4</p>	<p>Electromagnetic Field Directive (EMF) Following repeated delays the European Commission has stated its intention to publish a proposal to amend the Electromagnetic Field (EMF) Directive in late March 2011, with formal negotiations likely to start soon afterwards.</p>
<p>5.5</p>	<p>SBTAF Topic Log A copy of the updated topic log was issued to members. The log was set up to allow us to discuss which topics had been discussed in the past and which topics needed to be followed up.</p> <p>Action:</p> <ul style="list-style-type: none"> Kate asked members to let us know if they thought the log could be developed to use as a forward look and invited comments from members and asked them which topics they wished to be updated on.
<p>6</p>	<p>Presentation by Louise Upton and Rowan Chapman Department for Communities and Local Government</p>
<p>6.1</p>	<p>Louise Upton and Rowan Chapman gave a presentation on Fire safety legislation – raising awareness of compliance requirements among the small business community.</p> <p>The Regulatory Reform (Fire Safety) Order 2005 (the FSO) took effect in October 2006, and simplified the fire safety duties of all those responsible for non-domestic premises. Under it, the 'responsible person' (typically the owner, employer or occupier) is required to risk assess the premises and ensure appropriate fire precautions are in place to minimise the risk to life in the event of a fire. DCLG highlighted the introduction of the FSO with a £1.3 media campaign in 2006/07, targeting small to medium sized enterprises (SMEs). Since then, DCLG have worked through a range of third party groups, such as the Federation of Small Businesses and Confederation of British Industry to ensure that their members are aware of the compliance requirements of the law and the availability of HM Government</p>

<p>6.2</p> <p>6.3</p>	<p>guidance to support it.</p> <p>The Department's initial evaluation on the effectiveness of the FSO, published in 2009, found there were concerns at the extent to which micro and SMEs were aware of the legislation, and how to comply. In addition, the Anderson review of guidance provision, commissioned by the Department for Business and Innovation indicated that businesses and other organisations would welcome authoritative and accessible guidance to help them carry out their responsibilities.</p> <p>DCLG are targeting a range of representative organisations in the SME, housing, voluntary and fire sectors and seek to engage 'responsible persons' through means of existing communication channels to provide targeted information and links to HM Government guidance on DCLG website.</p> <p>Action:</p> <ul style="list-style-type: none"> • Louise and Rowan would welcome views from SBTAF members in answer to the following questions: <ul style="list-style-type: none"> 1) What communications channels or routes might your sector be able to utilise most effectively to reach the small business audience (e.g. monthly magazines, leaflets, specific trade publications etc)? 2) Are there any particular key audiences within the small business community that you believe you should be targeting? If so, who are they and how best may you do this? • If you would like to contact Rowan with any further ideas following the meeting, please do not hesitate to contact him at rowan.chapman@communities.gsi.gov.uk
<p>7</p>	<p>Information Exchange</p>
<p>7.1</p> <p>7.2</p> <p>7.3</p>	<p>Cost Recovery was raised and discussed. This issue is currently under discussion at a very senior level and members will be informed of the outcome of these discussions once there is something more definite to discuss. This might be a suitable agenda item for the next meeting.</p> <p>Action: Review for agenda of next meeting</p> <p>Michelle Irving, British Retail Consortium asked for MSD update.</p> <p>Action: Send details</p> <p>Bettine Pellant, PICON asked for HSE contact for Classification, Packaging and Labelling of dangerous substances (CPL).</p> <p>Action: Send details</p>
<p>8</p>	<p>Any Other Business</p>
<p>8.1</p>	<p>No other issues were raised</p>
<p>9</p>	<p>Meeting Round up and close</p>
<p>9.1</p>	<p>Frances Outram thanked everyone for attending the meeting and for their valuable contributions.</p> <p>Action: Make arrangements for the next Shadow board to be held early April.</p>