

***Fourth meeting of the***  
**HSC Small Business Trade Association Forum**

Tuesday 26 July 2005  
In the Hope Room, Rose Court, 2 Southwark Bridge  
starting at 2.00pm

**Agenda**

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| <b>1</b> | <b>Introductions and apologies</b><br>Judith Donovan, Chair  | <b>2.00 – 2.05</b> |
| <b>2</b> | <b>The way we work</b><br>Jenny Eastabrook, Head of Cross-cutting Interventions Division                                 | <b>2.05 - 2.15</b> |
| <b>3</b> | <b>Better Regulation</b><br>Teresa Quinn, Better Regulation Team   | <b>2.20- 2.35</b>  |
| <b>4</b> | <b>Consultation with Employees on Health and Safety</b><br>Christine Barringer, Worker Involvement Team                  | <b>2.35 – 3.10</b> |
| <b>5</b> | <b>Special Communications Item – Noise Guidance</b><br>Caroline Munkenbeck, HSE Communications and <i>Opinion Leader</i> | <b>3.10 - 3.30</b> |
| <b>6</b> | <b>Members' Opportunity to raise 'hot' topics</b><br>Judith Donovan, Chair   | <b>3.30 – 3.40</b> |
| <b>7</b> | <b>AOB</b>   | <b>3.45 – 3.50</b> |
| <b>8</b> | <b>Meeting round up</b><br>Judith Donovan, Chair   | <b>3.50 – 4.00</b> |

**Paper for information**

Update and items to note on Communications