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GAP 2

A Guide to managing HSC Advisory Committees

SUMMARY

The Health and Safety Commission's (HSC's) Advisory Committees provide the Commission with an additional and major source of expertise and advice on specific health and safety matters and issues, and have a key role in delivering the outcomes in the Commission's Strategic Plan. The HSC has directed HSE to undertake, on its behalf, management of its ACs, including the appointment and reappointment of members, the constitution and reconstitution of committees, and the payment of members' allowances. This GAP provides guidance on the role of Advisory Committees (ACs) and how these Committees should be managed. This GAP supersedes HSAMs 2, 13, 15, 21 and 31, all of which have now been cancelled.

This guidance has been developed for use specifically in relation to the Commission's Advisory Committees. HSE Advisory Committees, and other bodies set up by HSE, fall outside the scope of this guidance and are the policy responsibility of the Branches which manage them. The Secretaries of such Committees are, however free to use this guidance as appropriate, and are particularly urged to follow the procedures for financial control set out in this GAP unless they have agreed separate arrangements with Finance Policy Unit.

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Introduction

- 2.1 The Health and Safety Commission has directed HSE to undertake, on its behalf, management of its ACs, including the appointment and reappointment of members, the constitution and reconstitution of committees, and the payment of members' allowances. This GAP explains the role of Advisory Committees (ACs) and provides guidance on how these Committees should be managed. This GAP supersedes HSAMs 2, 13, 15, 21 and 31 all of which have now been cancelled.

About this GAP

- 2.2 There is no 'one-size-fits-all' solution for managing ACs. ACs managed within the Operations Group are likely to need a more standardised, paper-based approach, while those managed in the Policy Group might not. The arrangements in this GAP are a guide, and are not intended to be prescriptive. They can be applied to most ACs, but the Commission has reserved the right to exercise for itself any of the powers delegated to HSE. The Commission has indicated, also, that it wishes to retain its close involvement with two ACs - NuSAC and RIAC. Consequently these arrangements are not necessarily applicable to those two ACs (although it would be logical to follow them as closely as circumstances allow).
- 2.3 This guidance has been developed for use specifically in relation to the Commission's Advisory Committees. HSE Advisory Committees, and other bodies set up by HSE, fall outside the scope of this guidance and are the policy responsibility of the Branches which manage them. The Secretaries of such Committees are, however free to use this guidance as appropriate, and are particularly urged to follow the procedures for financial control set out in this GAP unless they have agreed separate arrangements with Finance Policy Unit.

Managing Advisory Committees - who does what?

2.4 IACs managed in the Operations Group are overseen by the DDG (Ops), while OIAC (and also NuSAC and RIAC), currently managed in the Policy Group, are overseen by the DDG (Pol), along with SACs. Responsibilities are currently as set out below, unless agreed otherwise by the DDG concerned:

Type of AC	Approval of Business Case and constitution/reconstitution	Drawing up competence based role & person specifications for Members	Drawing up competence based role & person specifications for Chairs	Endorsement of Chair/ membership recommendations	Assurance on Chair/ membership recommendations	Appointment of Members and Chairs		
Ops Group IAC chaired by Band 1	Deputy Director General (Ops)	AC secretary, in conjunction with AC Chair, following internal and external consultation	AC secretary, following internal consultation	Band 0 (HoD)	Deputy Director General (Ops)	Director General		
Ops Group IAC chaired by Band 0 (HoD)				Band 0 (Director)				
Ops Group IAC chaired by external appointee								
Pol Group IAC chaired by Band 0 (Director) ¹	Deputy Director General (Pol)			AC secretary, in conjunction with AC Chair, following internal and external consultation	AC secretary, following internal consultation		Deputy Director General (Pol)	Director General
Pol Group IAC chaired by external appointee ²								
SAC chaired by Band 0 (Director)								
SAC chaired by external appointee								

The Role of Advisory Committees

2.5 The Commission's Advisory Committees are an additional and major source of expertise and advice on specific health and safety matters and issues, and have a key role in delivering the outcomes in its Strategic Plan. ACs may be concerned with health and safety in a particular industry or sector, or with particular hazards that may be present across a range of industry sectors. But all ACs support the Commission's aims by:

- translating and disseminating the Commission's priorities to their constituencies; and
- engaging stakeholders in appropriate accident/ill-health reduction programmes.

Indicative criteria

¹ Currently only Offshore Industry Advisory Committee (OIAC) falls in this category

² Currently only Railways Industry Advisory Committee (RIAC) and Nuclear Safety Advisory Committee (NuSAC) fall in this category

- 2.6 There are no additional resources available for AC work under the delegated management arrangements. HSE will prioritise the available resource to ensure the most efficient and effective means are used to secure the Commission's desire that there are adequate liaison arrangements between HSC/E and the whole economy. This will require flexibility and adaptability to suit particular circumstances, and may for instance involve brigading some sectors or reducing the frequency of meetings, so as to reflect the priority needed to deliver the Commission's Strategic Plan outcomes. The Commission has therefore adopted a set of indicative criteria for ACs which HSE will use as the basis for prioritising resources in this area. These indicative criteria are summarised below:
- a High numbers/rate of injury/ill-health
 - b Large number of workers/public
 - c Defined causes of harm
 - d Multiplicity of representative organisations
 - e External requirements (eg, European law, public concern)
 - f Change of culture
 - g High/major hazard
 - h Societal concern

Strategic focus

- 2.7 Each AC's aim, under its terms of reference, is to consider and advise the Commission on the health and/or safety of people at work and members of the public likely to be affected by the work activity in the AC's area of concern. ACs may also deal with any other associated matters referred to them by the Commission or HSE. However, the Commission wishes ACs to move from being output driven to playing a key role in the delivery of outcomes. Therefore, in addition to demonstrating that the indicative criteria are met, proposals to constitute or reconstitute an AC should explain how it will contribute to achieving strategic outcomes, and the planned timescale (including any sub-goals with milestones), so that progress can be monitored.
- 2.8 It is not possible in this GAP to specify how an AC might contribute to the achievement of strategic outcomes. But considerations will include the effectiveness of linkages with:
- the Commission's Priority Programmes; or
 - work to manage health and safety in high hazard industries and to prevent major incidents where the health and safety of many people, whether workers or members of the public, is affected.
- 2.9 Other factors might be the extent to which a proposed AC could help achieve strategic goals and targets through:
- influencing and engaging a wide range of stakeholders and intermediaries in targeted activities, to respond to the *Revitalising Health and Safety Agenda*;

- promoting continuous improvement;
- ensuring the necessary skills and understanding are there to deliver improvements in health and safety; and
- ensuring that appropriate support and advice mechanisms are in place.

2.10 The HSC/E Business Planning process includes a [template for setting out key activities in Priority Programme and Major Hazard Industry plans](#). This template might also provide a useful structure for setting out in the Work Plan how an AC proposes to contribute to the achievement of strategic aims. AC Secretaries should liaise with Priority Programme Managers and HSE Policy Branches responsible for specific legislation, about their AC's planned activities in support of the Priority Programmes. This will maximise the contribution ACs can make and ensure best use of resources.

Is an Advisory Committee the best use of resources?

2.11 HSE's Deputy Directors General will be responsible for ensuring that ACs represent a necessary and appropriate deployment of resources. In addition to approving the business case for ACs and their (re)constitution, the DDGs will monitor progress and evaluate success by controlling, challenging and giving strategic direction. The business case for an AC should provide the DDG with adequate assurance that the proposed AC satisfies the Commission's indicative criteria, will operate on a tripartite basis, and will contribute to the achievement of strategic outcomes.

2.12 It follows that the procedures for starting up an AC from scratch, or for reconstituting an AC, are essentially the same. Under the new management arrangements, all ACs must effectively answer the same question – does this AC have a future? The fact that an AC may already exist is not, in itself, a reason for continuing it.

Approval of the Business Case for an Advisory Committee

2.13 The appropriate HSE Director should outline the AC business case for approval by the appropriate DDG. Precisely how the Director prepares the case, how widely they consult on it, and whether they put it to the DDG orally or in writing, will be for decision between them and the DDG. But, in any event, the case should broadly:

- justify the need for the AC against the [indicative criteria](#) and provide assurance that the AC represents an effective and efficient use of resources;
- explain how the AC will contribute to improving health and safety in its proposed area of focus - ie, contribute to strategic outcomes - and the importance and extent of the added authority which would come from the involvement of representative bodies in this way;
- advise on the sensitivity of issues and the national and international pressures which exist;
- confirm that a committee can be formed that can properly represent the whole industry or subject area, including small firms – ie, the availability of individuals who are representative of employer, employee, and other relevant interests and who are prepared to sit on the AC;

- advise on the proposed size and balance of the AC's membership, including any subcommittees or working groups;
- seek provisional approval of the terms of reference for the AC and advise on the proposed Work Plan, which should be achievable within a maximum of five years;
- set out the approach to seeking nominations for membership of the AC.

Seeking nominations/applications

2.14 If the DDG approves the outline business case, the next step is to seek nominations for the Chair and Members of the AC. AC Secretaries will need to draw up role and person specifications for these committee positions. The Commission has stated that it wants its Advisory Committees to continue to operate as tripartite bodies. The help and advice of the social partners will therefore be essential when drawing up role and person specifications. Other stakeholder interests may also need to be consulted.

2.15 The AC Secretary should write to appropriate organisations to invite their suggestions for nominations based on the role/person specifications. The aim is to get nominations to create (where reasonably practicable) an AC which is:

- constituted under [Nolan/Neill principles](#) regarding **openness and transparency**, and that **the appointments procedures need to be subject to the principle of proportionality**. Selection should be on merit and should take account of the need to appoint Committees which include a balance of skills and backgrounds. The basis on which Members are appointed and how they are expected to fulfil their role should be explicit
- representative of the industry or subject area and which includes duty holders, employees and other stake-holders such as small firms, independent experts, and (where practicable) public interest member(s)
- broadly acceptable to stake-holders, usually with an equal number of employer and employee representatives
- capable of carrying out its role and the programme of work that has been identified.

Constitution of an AC

2.16 Having secured the nominations for their AC, the AC Secretary should prepare a paper for the DDG:

- seeking formal DDG approval of the AC business case (see paragraph 2.12 above);
- seeking DDG approval of the AC's proposed timespan, work plan and terms of reference (see typical [Terms of Reference and Instrument of Appointment](#)). ACs should be constituted for a timespan related to achievement of the outcomes in their

work plans. When drawing up a work plan, AC Secretaries should only very exceptionally include outcomes that are planned to take more than five years to achieve;

- inviting the DDG to agree the AC's membership proposals – including assurances over the AC's proposed membership – for onward transmission to the DG (for details of the assurances required by the DG, see paragraph 2.18 below).

2.17 Secretaries should monitor the performance of the committee against its workplan. Secretaries should ensure that the committee is made aware of the progress it is making towards achievement of the workplan. Committees that have discharged their workplan should review the further contribution they could make to advancing health and safety within their sphere and whether further work by the committee is justified. A business case setting out the conclusions of this review should be presented to the relevant DDG covering points as set out at para 2.12 before proceeding with further work. Where the committee is failing to maintain progress towards achievement of its plan Secretaries should report this to the relevant DDG. The DDG should then review the situation and consider if it is appropriate to reconstitute the committee, restructure the committee's workplan, take other action to secure the effective working of the committee, or conclude the business of the committee.

Making appointments to ACs

2.18 AC Members and Chairs will not normally be appointed for a fixed term, but in connection with the contribution they can make to the achievement of specific outcomes or targets in the AC's work plan. As outcomes and targets are achieved, membership of the AC should be reviewed to ensure it is structured to achieve its new or remaining targets. As far as practicable, appointments will therefore conform with the principles set out in the [Code of Practice](#) issued by the [Commissioner for Public Appointments](#), including the general rule that membership should not normally extend beyond ten years.

2.19 Appointments will be made by the Director General of HSE (in the case of certain SACs³ Ministers will also be part of the appointments process). The Director General will require assurance that candidates put forward for appointment have the necessary experience, knowledge/skills and personal qualities. To this end, the appropriate Deputy Director General will provide the Director General with the following assurances:

- for IACs chaired at Band 1 - that the proposed Chair and Members have been endorsed by the appropriate Band 0 (Head of Division);
- for IACs chaired at Band 0 (Head of Division) - that the proposed Chair and Members have been endorsed by the appropriate Band 0 (Director);
- for IACs chaired at Band 0 (Director) or by an external appointee - that the proposed Members have been endorsed by the Band 0 (Director), and the proposed Chair by the appropriate DDG themselves;

³ The AC on Dangerous Pathogens, the AC on Genetic Modification and the Nuclear Safety AC also report to Ministers.

- for all SACs - that the proposed Members have been endorsed by the appropriate Band 0 (Director), and the proposed Chair by the appropriate DDG themselves.

Letters of appointment / valediction / thanks

2.20 AC Secretaries should send to the Director General's office:

- draft letters of appointment to the AC's proposed Chair and Members, together with the Members' Terms and Conditions of Appointment and the AC's Terms of Reference;
- draft valedictory letters for Members who are not to be reappointed (see annex C);
- draft thank-you letters to the nominating bodies;
- an address list covering all the above.

2.21 The DG's office will send a letter of appointment to each nominee, seeking their acceptance of the offer of appointment, together with the Members' Terms and Conditions of Appointment and the AC's Terms of Reference.

2.22 After receiving confirmation that those selected have agreed to participate on the AC, the DG's office will send thank-you letters to all the nominating bodies (ie, irrespective of the outcome of their nomination/s).

Induction for AC Members

2.23 Once a Member has accepted their appointment, it is important that they are fully aware of the role they are expected to fulfil when sitting on an AC. To this end, induction information should be sent out to new appointees. The AC Secretary is responsible for ensuring that AC Members receive as much of the following induction material as possible, contained in an induction pack:

1. a thank-you letter for taking up the appointment
2. a copy of *The Health and Safety System in Great Britain*
3. Members' Terms and Conditions of Appointment*
4. the AC's Terms of Reference*
5. the Work Plan for the AC
6. the names of the other Members of the AC and who they represent
7. details of T&S allowances, and claim forms
8. other committee specific information such as the number of meetings the AC has, where meetings are held, dates etc.
9. the Code of Practice for Members of the Commission's Advisory Committees
10. an induction pack check list, listing all the items that should be present in the induction pack itself.

* should it be considered necessary to send a duplicate copy; ie, both 3. and 4. should have been issued by the DG's office with the Member's letter of appointment

- 2.24 While there are no specific induction courses for new AC Members to attend, individual AC Secretaries and Chairs may wish to consider extending, to a new Member, a personal invitation to a meeting with the AC Secretary and/or Chair to discuss any questions or concerns the new Member may have.

Conducting AC business

Code of Practice for Members of HSC Advisory Committees

- 2.25 In line with Government policy on [standards in public life, openness and accountability](#), Advisory Committees now operate a [Code of Practice for Members of the Commission's Advisory Committees](#) as a supplement to the current Terms and Conditions of Appointment. All AC Members are expected to follow this Code when carrying out duties associated with their particular Committee.

Code of Practice for Scientific Advisory Committees

- 2.26 The role of scientific advice in contributing to the formation both of UK and international policy and regulatory decisions, particularly on sensitive issues involving people's health and safety and the environment, has become increasingly important in recent years. At the same time, public concern about the Government's use of science in developing its policies has grown. To address this concern and to ensure that departments adopt a consistent approach, the Chief Scientific Adviser published Guidelines on the Use of Scientific Advice in Policy Making in 1997. An updated version of these Guidelines, '*Guidelines 2000*', which took account both of departmental experience in operating the original Guidelines and the results of public consultation, was published in July 2000.
- 2.27 The Guidelines are supplemented by a [Code of Practice for Scientific Advisory Committees](#), which provides more detailed guidance specifically focused on the operation of scientific advisory committees and their relationship with government, and translates the Guidelines into day-to-day practice. Not all HSC Advisory Committees can provide scientific advice. Those that can do so are designated as scientific advisory committees for the purposes of the Code (ie, 'Code committees') and are bound by it when providing scientific advice. HSE's *Quality Statement for the Implementation of Guidelines 2000 - Scientific Advice and Policy Making* (on HSE's Intranet at http://intranet/framework/hse_sci_guide/) explains that the following ACs are designated as Code committees:

- Advisory Committee on Toxic Substances (ACTS), including Working Group on Toxic Chemicals (WATCH);
- Advisory Committee on Genetic Modification (ACGM);
- Occupational Health Advisory Committee (OHAC);
- Nuclear Safety Advisory Committee (NuSAC);
- Advisory Committee on Dangerous Pathogens (ACDP).

Openness: public access to AC agendas, papers and minutes

- 2.28 In April 2000, the Commission decided to make its own and its ACs' agendas, minutes and papers fully available on the Internet, except for information whose disclosure would cause significant harm or is subject to legal restrictions, and to which exemptions in the [Code of Practice on Access to Government Information](#) (OG Code), or the [Environmental Information Regulations 1992 \(EIR\)](#), also apply. From November 2002, this voluntary commitment has become a legal undertaking to include these types of document in HSC/E's Freedom of Information (FOI) Publication Scheme (subject to the removal of closed material covered by OG Code and EIR exemptions). [GAP 1](#) provides guidance on the OG Code and EIR exemptions and their use. [GAP 3](#) provides guidance on preparing agendas, papers and minutes, and making them publicly available. In addition, HSE's Web Team has prepared guidance for AC secretaries on the [procedure for putting agendas, papers and minutes forward for publication on the HSC/E Web](#).
- 2.29 ACs should be aware that unless designated otherwise, information in agendas, papers and minutes will be treated as fully open. As such, it can be requested, and viewed, by members of the public and any interested parties. Authors should give papers a recommended Open Government status, in line with [GAP 3](#). Unless the AC decides to change this, the OG status will be taken as confirmed. In view of this, any AC wishing to ensure that confidential material remains private, and not in the public domain, should follow the procedure detailed in [GAP 3](#) in order to vet papers and materials. However, each AC should be aware of their obligations under the EIR and [OG Code](#), indicated in [GAP 1](#).
- 2.30 Unless otherwise specified, AC, subcommittee and working group papers are circulated to Members in advance of meetings so as to facilitate informed discussion and deliberation, and will be covered by [OG Code](#) Exemptions 2 (Information whose disclosure would harm the frankness and candour of internal discussion) and 10 (Information which will soon be published). They should therefore not be made public before the meeting at which they will be considered and their final OG status confirmed.
- 2.31 When an open AC meeting is to be held, AC secretaries should ensure that any papers to be discussed are fully appropriate to the open meeting in question. As such, papers that are designated fully or partially closed would not normally be discussed at open meetings. These papers should be discussed at the next available meeting, or if they are urgent, discussions may need to take place by correspondence or by alternative methods.

Open meetings

- 2.32 The Commission has agreed that where it is practical and appropriate, ACs should hold at least one open meeting a year which any interested parties may attend. There is also no reason why ACs should not also hold further meetings in public where it is felt that these would be a useful means of consultation or would help the public to have a greater understanding of the work of the Committee.
- 2.33 A balance needs to be struck between transparency and the most effective operating methods for ACs; and so, where the nature of the business is sensitive or commercial in confidence, an open meeting would not be appropriate.
- 2.34 Open meetings should be well advertised and should be held at a time and place which would encourage interested parties to attend. Advertising should, however, be proportion-

ate to the size and expenditure of the committee. In deciding on the location for a meeting, consideration should be given to ensuring accessibility for people with disabilities.

Minutes of AC Meetings

2.35 ACs normally use non-attributable minutes, often by using expressions such as “*the following points were raised in discussion*”. There is no open government prescription as to whether minutes (publicly available) should be attributable or non-attributable. The Commission has moved to non-attributable minutes, in which the points of discussion are listed without identifying individual contributors. ACs should determine for themselves which method they find most appropriate. Nevertheless, where people ask for copies of the full minutes of an AC meeting, the names of contributors would normally be removed under exemptions 2 and 15 of [the OG Code](#). Exemptions 13 (third party commercial confidences), and 14 (information given in confidence) may also be relevant in particular circumstances. The following [templates for AC agendas and minutes](#) may be useful.

Action Following Meetings

2.36 ACs will normally consider and agree the disclosure status of papers at their meetings in accordance with advice in [GAP 1](#) and [the OG Code](#). This will normally happen passively i.e. if the AC does not comment on the author’s suggestions for openness status, it will be assumed that they are content. Secretaries should advise the Committee on openness issues to avoid any unnecessary restrictions on openness. Any changes to the openness status of all or parts of papers agreed by ACs should be minuted.

2.37 Following meetings, Secretaries should remove all material which has been agreed as exempt from disclosure - leaving the reasons for removal in place – see [here](#) for guidance sources.

2.38 In addition to removing any exempt material Secretaries should also remove any contact names, addresses and telephone extension numbers from the papers (unless they are those of officials). Three paper copies of each of the papers (with exempted material removed) should then be sent to the Information Centre in Rose Court who will arrange distribution to each of the other Information Centres. This action must be completed as quickly as possible after the meeting but within one working week at the latest.

2.39 Where no appropriate electronic copy of a document is available to go on the Web-site, or the format is inappropriate, the AC Secretary should inform the HSE Web team. The Web team will place a message on the Web-site indicating that hard copies are available for scrutiny in HSE information centres.

Membership of Advisory Committees

2.40 In the case of IACs the Chair may be a HSE official, typically the Head of Sector responsible for the appropriate Sector Group, or may be an external appointee. For SACs, it may more often be appropriate to appoint an external Chair, depending on the specialist nature of the subject.

2.41 Members of ACs are nominated by stakeholder organisations to represent employee, employer and other interests (e.g. consumer interests, local government, professional and academic bodies, etc.). All relevant stakeholder organisations, especially those which are

representative of small and medium size employers (SMEs), should have an opportunity to put forward nominations. Members should represent the health and safety interests of those in industry and those affected by an industry or hazard.

- 2.42 Wherever possible, membership of ACs should be representative of society as a whole, and positive encouragement should be given to the nomination of women, people with disabilities and ethnic minority candidates. ACs should also look to broaden the representation of the AC to include members of the public. Whilst in some cases the specialist nature of ACs may make it difficult to recruit and retain genuine 'public interest' Members, wherever practicable appropriate organisations should be identified and invited to nominate a public interest member. In some cases, it may be appropriate to advertise for a public interest Member.

Vacancies and Nominations

- 2.43 Vacancies may arise through the resignation or retirement of a Member. Where this situation occurs, a replacement should be sought from the appropriate nominating body, usually by means of a letter from the AC Secretary – see [seeking nominations/applications](#).
- 2.44 The procedure for replacement nominations to an AC, and for interim appointments to an AC is the same. The relevant nominating body should be sent the role and person specification, and asked to supply short bibliographical details of the nominee(s), plus details of the individual's line manager so that the Director General is able to send them a "thank you/valedictory" letter for allowing their member of staff to serve on the AC. Secretaries may wish to ask for more than one nominee from which to select. In circumstances where it is not possible to approach a specific nominating body (i.e. where the member concerned was an independent member of the Committee) HSE may trawl wider than the usual nominating bodies – as far as practicable using the [guidelines laid down by the Commissioner for Public Appointments](#). When a nomination(s) is received the AC Secretary should arrange the appropriate assurance(s) before seeking the Director General's agreement to the appointment - see [Making appointments to ACs](#).
- 2.45 Where a Member has left and a replacement has been identified but not yet formally appointed, the replacement may attend Committee meetings as an observer to get experience of the AC prior to appointment. This does not affect the right of nominating bodies to send their usual observer as outlined later on. Where it is important for an absent member to be represented (i.e. when a temporary vacancy occurs), a substitute for that meeting(s) where the particular item is being discussed should be allowed to attend.

AC Members Taking Maternity/Paternity Leave, Sabbaticals etc

- 2.46 Where an AC member is going on pre-arranged long-term leave, and will miss up to 2 AC meetings as a result, the following process should be adopted:
- if the member has been nominated by a particular organisation (i.e. TUC or CBI), that organisation may, if they wish, put forward a substitute for up to 2 meetings (after this the substitute should be put forward to the Director General for formal appointment).
 - if the original member was appointed to the AC on the basis of particular competences, then the nominating body should make all reasonable efforts to find a substitute with similar competences as a replacement. Once a substitute has been

agreed, the AC secretary should write a brief letter of notification to the HSC/E Secretariat informing them of the situation.

2.47 In the case of an independent member - if that member is nominated by an organisation then the above procedure would apply and the nominating organisation would be asked to nominate a temporary replacement. If however, the member has not been nominated by an organisation - and there is no-one to ask for a temporary replacement, the following procedure would apply:

- if the leave is to be for 2 meetings or less - the member would not be replaced on the committee - which would operate without that member who would return after the period of absence.
- if the leave is for more than 2 meetings - a nomination for a new temporary member should be sought using the usual nomination method (the period of appointment would be for the length of time the original member will be missing). The new member would then stand down when the original member returns from their leave.

AC members otherwise absent for two consecutive meetings

2.48 Members who miss two consecutive meetings other than through sickness or pre-arranged long term leave shall be deemed to have resigned their appointments. In such cases, the procedures for [Vacancies and Nominations](#) should be followed. Where the member had been nominated by a particular organisation, that organisation should be advised of the situation as soon as possible after the second missed meeting.

Register of Members Interests

2.49 The Commission requires (in line with Government policy on [standards in public life](#)) each AC to maintain a Register of Members Interests which each Member is required to complete on appointment. This is maintained by the AC Secretariat and will also be placed on the HSE web site. The Chair of each AC should also complete the register of interests. The Register should, as a minimum, list direct or indirect pecuniary interests which may or may be perceived (by a reasonable member of the public) to influence his or her judgement when acting as an AC Member. **Members may also wish to add a personal profile to their declaration, to explain the nature of their everyday work and what other positive interests they may have.** Guidance on the kinds of interests that should be declared for the purposes of Committees Register can be found at annex A, appendix 1, and should be appended to each internet based register. Registration of such interests is helpful in ensuring transparency and public confidence in AC work.

2.50 There may be occasions where information placed in a register could directly impact on the health and safety of an AC Member. For example a member may have an interest, which if made public, may leave the Member open to physical threats and/or abuse. In such cases, AC Secretaries will produce two versions of the register. One, to be put in the public domain - without the relevant sensitive information. The other - which will contain full details of the Member's declaration - will be held by the AC Secretary, and available to Members only, so that Members can satisfy themselves that the AC is correctly observing the [Nolan/Neill principles](#).

- 2.51 If a Member has concerns that information they disclose for the purposes of the register could harm their health and safety, they should consult their AC Secretary who will advise the Member on the course of action to take.
- 2.52 The register will be placed on the HSC/E Web-site and will be made available to the public on request. The procedure for placing registers on the internet is similar to that of placing agendas, minutes and papers on the internet - see [here](#) for further information. Members must notify the AC Secretariat, as soon as is reasonably practicable, of any changes to their declaration. AC Secretaries should ensure that the Register is kept up to date and accurately reflects Members' declarations. A Register template can be found [here](#). Where a Member has declared an interest, he or she, with the agreement of the Chair, may contribute to the discussion of the matter under consideration if appropriate.

Personal Liability of Advisory Committee Members

- 2.53 The Commission is ultimately responsible to industry and the public in general for advice published in its name. Individual AC Members would therefore not be liable for any AC advice or guidance published in the Commission's name, or cleared by the Commission itself, nor for advice and guidance produced by an AC and published by HSE.
- 2.54 Although any legal proceedings initiated by a third party are likely to be brought against the Commission, in exceptional cases proceedings (civil or, in certain cases, criminal) may be brought against the AC Chair or other individual AC Members. For example, a member may be personally liable if he or she makes a fraudulent or negligent statement which results in loss to a third party. Members who misuse information gained by virtue of their position may be liable for breach of confidence under common law or may commit a criminal offence under insider dealing legislation. However, the Government has indicated that individual AC Members who have acted honestly and in good faith will not have to meet out of their own personal resources any personal civil liability which is incurred in execution or purported execution of their functions, except where the person has acted recklessly.

Providing References for AC Members

- 2.55 AC Members (and ex-AC Members) may request a reference to support a job application or for other purposes. In these instances, if AC Chairs are agreeable, they may prepare such a reference. However, care should be taken and a disclaimer should always be added to the end of each reference. This disclaimer should take the following form:

"HSC/E provides this information in good faith and on the understanding that the HSC/E shall not be responsible for any liability arising from reliance placed upon the information provided, by the recipient".

Assessors, Advisers, Observers, Subcommittee Members and Working Group Members

- 2.56 Assessors may be appointed to put forward the views of other Government Departments with a policy interest, and also the views of Local Authority Associations to ensure consistency between health and safety and other legislation. Assessors will report to the relevant department/association on the AC's work and inform the AC of their own department's/association's views. Assessors will vary with the subject matter being discussed and therefore will not necessarily need to attend all meetings.

- 2.57 Advisors, including HSE officials, may be invited as appropriate to contribute to matters under discussion. They may take full part in the discussion, but may not take part in the decision-making process.
- 2.58 Observers may be nominated by the CBI, TUC and other relevant nominating organisation to attend AC meetings. For continuity's sake the same individual is expected to attend on each occasion. The Chair should be advised in advance if it proves necessary to send a different Observer. Observers may take part in meetings, but not in any decision making.
- 2.59 Some AC meetings may, in the course of business, discuss matters and papers that are confidential in nature. Information of this nature, presented or discussed within the AC, should not be disclosed externally unless that material has been classified as open. Where Observers, Assessors, Advisors and other types of Member are not appointed by the Commission, each individual should also receive a copy of the Advisory Committees Code of Practice for AC Members. It is expected that as a matter of good practice, Observers and Members should follow the principles of the Code of Practice. ACs may take action (such as disbarment from meetings) against any individual who acts in an inappropriate manner.

Subcommittees and Working Groups

- 2.60 ACs may appoint subcommittees or working groups to examine specific problems. ACs should be proactive in this area and should review the need for such committees or groups on a regular basis. A brief justification of a subcommittee or working group should be included in the paper setting out the case for the AC's constitution/reconstitution.
- 2.61 Members of subcommittees and working groups need not be confined to Members of the main AC. For example, the advice of manufacturers of equipment used in a sector may be directly relevant to the work of a committee and therefore their presence on a working group may be useful. Where Members of these groups are not appointed by the Commission, each member should be made aware of, and follow in so far as is practical, the Code of Conduct for Advisory Committee Members. The full AC should be consulted if an appointee is to be someone other than a member of the main committee.
- 2.62 A subcommittee or working group should, as far as is reasonably practicable, retain an appropriate representative character - including representation from small firms.
- 2.63 Wherever there is an overlap with the work of another AC, a joint working group should be considered.

Submitting Papers to the Commission

- 2.64 The Commission expects to receive information about progress towards achieving outcomes in its strategic plan, but there is no longer a need for ACs to prepare separate progress reports to the Commission. Instead OCB will prepare a short highlight report to draw out major achievements and common themes. AC Secretaries will be asked to provide key details for this report, which clearly needs to relate to the strategic plan outcomes, and pick out major AC achievements.

- 2.65 ACs can submit *ad hoc* reports to the Commission on specific work items, and seek approval for additional work items. The facility for *ad hoc* reports should be used only where it is essential to keep the Commission properly informed.
- 2.66 Copies of all papers should be sent to the appropriate DDG – see also para [2.79](#). If the DDG decides HSE should comment, a short covering paper will be prepared for the Commission by the relevant HSE policy branch, and the AC Secretary will be informed. The AC Secretary is responsible for forwarding 30 copies, and an electronic version of the paper to the HSC/E Secretariat - in accordance with the instructions in GAP 3.

Publication of Guidance

- 2.67 ACs may be involved in the preparation of new or revised guidance for publication. It is important that in all cases, consultation with the relevant policy/technical sections in HSE takes place as early as possible. This will ensure that any differences of view or conflict in policy can be resolved before the final draft is agreed by the AC. This will minimise the risk of problems at a later stage. For more detailed guidance consult the *HSE Publications Guide* (on HSE's Intranet at http://intranet/admin/dias_pubguide/index.htm).
- 2.68 In the past, there has been inconsistency in the badging of AC guidance. Even for an individual AC, guidance has sometimes carried the Commission's logo and sometimes HSE's. Therefore, to ensure consistency, all AC guidance will in future carry HSE's logo

Consultation With Outside Bodies

- 2.69 It is important that other organisations with a legitimate interest in a particular publication are consulted before any AC guidance is finalised (e.g. the relevant manufacturers where guidance refers to the guarding of particular machinery). The criterion for deciding which, if any, organisations not represented on the AC should be consulted, will be whether those organisations should have been consulted if HSE had been preparing the guidance.
- 2.70 There are several ways in which an AC can consult other bodies. For example, the AC may decide to:
- invite the organisation(s) to nominate a member(s) to the relevant committee, subcommittee or working group
 - ask the organisation(s) to send a representative, as an adviser, to the relevant meetings of the AC, subcommittee or working group
 - ask the Secretary to seek written comments from interested parties and report them to the AC, subcommittee or working group
 - suggest to the Commission that the AC's proposals are published as a discussion document before being finalised.
- 2.71 It is for the AC to decide which option is appropriate in any given circumstances. Chairs and Secretaries should also ensure that consulting both HSE and outside organisations does not delay the AC's work unnecessarily. For example, if the Secretary acts promptly, the interval between meetings should normally be long enough to obtain written comments

from interested bodies not represented on the Committee. AC Secretaries may also wish to take note of guidance provided in GAP 9: *A Guide to Preparing Written Consultative documents* (on HSE's Intranet at <http://intranet/admin/gaps/gap9/>).

- 2.72 Committees may also wish to issue, under their own auspices, factual information to an industry. However, all such information should be cleared with the appropriate policy/technical sections, DIAS, Chief Inspector(s) and, where there is any major statistical content, SASD Safety and Enforcement Statistics (safety statistics) or Epidemiology and Medical Statistics Unit (health statistics). Such clearance will ensure that information about hazards that are common to other industries does not conflict with, or pre-empt, broader policy decisions by the Commission or HSE.
- 2.73 Advice on editorial and design issues will be provided by IAS2. It may be appropriate that IAS2 be invited to meetings, by the AC, at which a draft publication is being considered.

Relations Between ACs, HSE and HSC

- 2.74 The Commission is ultimately answerable to Ministers for the performance, guidance and advice of each AC, including its use of resources and the framework within which it operates. In general, ACs are not themselves directly answerable to Ministers⁴.
- 2.75 It is for Chairs and Secretaries to consider how their AC can best assist HSE in delivering the Commission's Strategic Plan. For example, ACs can provide a useful sounding board and contribute ideas for proposals emanating from HSE. Chairs will also wish to stimulate ACs into producing their own proposals towards improving conditions and standards of compliance with legal requirements.
- 2.76 Chairs and Secretaries of ACs are responsible for ensuring that where necessary, HSE officials are invited to meetings where subjects which concern them are discussed. For SACs in particular, much of their work is in support of policy and other projects being taken forward in HSE. In these cases the AC's view will be incorporated into papers prepared by HSE.

Consultation

- 2.77 Generally, the Commission will not formally consult industry through ACs, but where appropriate, HSE staff might wish to consult the relevant AC before a paper is put to the Commission. Where proposals are directly relevant to a particular sector or hazard, the Commission will normally expect the views of its relevant AC to have been sought. Good practice would be to include a specific section in the relevant paper setting out the views of the particular AC on the issue concerned.
- 2.78 The work of ACs must be effectively co-ordinated with that of the appropriate policy branch or other relevant part of HSE. The Chairs and Secretaries of ACs are wholly responsible for ensuring that the appropriate policy branch, operational directorate/division, Sector group etc. and other ACs are consulted during the preparation of papers for AC meetings. Where

⁴ with the exception of the AC on Dangerous Pathogens, the AC on Genetic Modification and the Nuclear Safety AC which report both to HSC and Ministers (and both are similarly consulted on appointments to these ACs).

appropriate, HSE officials should be invited to attend meetings where subjects that concern them are discussed.

- 2.79 HSE staff who support ACs must accurately represent the views of an AC, even when these views conflict with those of HSE. At the same time, an important part of the work of the AC Secretary is to convey the views of HSE to their committees and help to ensure that conflicts are identified and where possible, resolved.

AC recommendations

- 2.80 Though ACs may report directly to the Commission, in which case HSE should not alter their proposals in any way, the normal channel of communication will be through HSE. The appropriate HSE DDG's attention should be drawn to any papers by ACs before they are put to the Commission. This will enable HSE, if necessary, to arrange for its own recommendations to be passed on the Commission alongside those of the AC concerned. When an AC makes its recommendations, the policy branch concerned should ensure that all parts of HSE which may be affected are consulted and should prepare a paper, to be put to the Commission, outlining HSE's reactions. The AC's submission should be subject to the least delay possible as HSE prepares its own submission.
- 2.81 If an AC cannot agree on an important issue, the Chair should prepare a paper for the Commission describing the problem, the attitude of both sides and the compromises that have been discussed. When this has been approved by the AC, the paper should be sent to the policy branch concerned who will, where appropriate, prepare a covering paper setting out HSE's views for simultaneous submission to the Commission. This procedure is exceptional and should only be adopted when all efforts to secure agreement on the AC have failed.

Provision of Information to Members

- 2.82 Providing AC Members with technical information about occupational health and safety problems relevant to their terms of reference is an important aspect of a Secretary's duties. They should therefore be aware of what sort of information Committee Members, individually or collectively, require from HSE (the relevant policy branch, Sector Group etc.). HSE Information Services (DIAS 4) will help where Secretaries cannot supply information. Secretaries should be proactive in giving Information Services an indication of the information committee Members may require.
- 2.83 Provision of information services to AC Members should be made available through the AC Secretary. Any special requirements, over and above those available locally for typing, reproduction or other services should be discussed with the Secretariat.

Money

Budgeting and Resource

- 2.84 General running costs of ACs will normally be met out of divisional budgets and allowance should therefore be made when submitting annual estimates for approval. Reassurance may be required that ACs are working with sufficient flexibility and adaptability that resources can be directed into priority areas. Special costs, for things such as publications

and conferences will normally be met from the DIAS budget and early consultation should take place.

Fees - Including Travel and Subsistence, EXPOTEL, and other general matters

- 2.85 Membership of an AC is unpaid, but incidental expenses can be claimed. Members are entitled to travel and subsistence expenses incurred on official AC business. In addition, Members may also be eligible to claim for loss of earnings. The rates payable for expenses are set by PEFD (HSE's Planning Efficiency and Finance Division). Details and claim forms are provided by the Committee Secretary. For a list of current rates please see [here](#).
- 2.86 Payment for loss of earnings should be charged to expense head 3114 using the appropriate HSC/E Advisory Committee cost centre. Should a member feel that loss of earnings should be paid to their employer rather than to the member themselves, they should contact their AC secretary who will inform FINU3. FINU3 will then be able to set up an account through which the employer will receive the relevant payment.
- 2.87 AC Members are entitled to use the HSE hotel booking contractor **EXPOTEL** when booking hotel rooms for use whilst on official AC business. Should Members wish to use the EXPOTEL scheme, they will also be able to claim subsistence payments at current PEFD rates. AC Members need to provide FIN(U)3 with a completed **A/Cs 7r** form in order to claim these allowances. Please see [here](#) for a full list of rules and regulations surrounding use of the EXPOTEL scheme.
- 2.88 Guidance for Committee Members on expenses, refreshments and similar matters are set out [here](#). The HSC/E Secretariat maintains a central list of all AC Members and the Terms of Reference of each AC. Consequently, AC Secretaries must inform the Head of the Secretariat as soon as they are able should there be any changes in a Committee's Membership and/or Terms of Reference.

Template for Priority Programme and Major Hazard Industry Plans

Priority programme/major hazard industry	Title of priority programme/major hazard industry
Programme targets	Outcomes: This should summarise the programme outcome targets Baselines: This should describe the baselines for the programme and any caveats about our current state of knowledge of these. It should also include information on trajectories where available.
Contributions to achieving the PSA targets	Contribution this programme will make to deliver each of the PSA targets.
Strategy	This section should set out the broad strategy for the programme and rationale for strategy/planned activities
Key work streams	This section should summarise the key planned activities for this programme
Third party involvement	This section should summarise third party involvement, e.g. who are they, how will the Programme seek to engage and work with them, what will their contribution include, their outputs and milestones
Evaluation	This section should describe what is being done or is planned to evaluate the effectiveness of the programme
Milestones and outputs	This section should detail the outputs and highlights milestones for the year related to key activities. Methodology for Progress management: This should summarise how progress will be monitored; inputs, outputs, surrogates or other indicators /measures of progress are to be used to judge progress in the absence of statistics This section should also show how the chosen performance measures link to the PSA/Programme targets (also how the link will be reinforced in the future (surveys. stats?))
Input assumptions	Expected resource allocation in major activity streams, e.g. inspections, publicity, policy and research (and profiled where appropriate)
Key assumptions	This should include the actions to manage the main risks to delivery and the dependencies for successful delivery

The cells marked out in blue will be published on the internet.

Typical Terms of Reference and Instrument of Appointment

2.B1 HSC Advisory Committees constituted before 4 September 2001 should already have Terms of Reference which include an **Instrument of Appointment** based on the following form of words:

“The Health and Safety Commission (“the Commission”) in the pursuance of their powers under Section 13(1)(d) of the Health and Safety at Work etc Act 1974 (“the 1974 Act”), have decided to appoint a committee to be known as [.....] Advisory Committee (“the Committee”). The Committee shall consider and advise the Commission on....

The Committee shall consist of a Chair and [...] or more Members. Before appointing the Members, the Commission shall

- (a) as to [...] of them, consult [.....];
- (b) as to [...] of them, consult [.....].”

Secretaries of these ACs can arrange to incorporate this Instrument of Appointment in subsequent Terms of Reference to be approved by the appropriate Deputy Director General (see paragraph 2.15), but should amend the second part along the lines of the example below.

2.B2 HSC Advisory Committees constituted after 4 September 2001, and those without an extant Instrument of Appointment, should include the following form of words in their Terms of Reference to be approved by the appropriate Deputy Director General (see para 2.15):

“Pursuant to the powers granted to the Health and Safety Commission (“the Commission”) by Section 13(1)(d) of the Health and Safety at Work etc Act 1974 (“the 1974 Act”), and exercised on the Commission’s behalf by the Health and Safety Executive (“the Executive”) in accordance with the Commission’s Direction dated 4 September 2001, the Executive has decided to appoint on the Commission’s behalf a committee to be known as [.....] Advisory Committee (“the Committee”). The Committee shall consider and advise the Commission or the Executive, as appropriate, on....

The Committee shall consist of a Chair and [...] or more Members. Before appointing the Members, the Executive shall consult such organisations and individuals representing the social partners and other stakeholder interests as it considers appropriate.”

July 2001	Version	0.4	Last amended	25 October 2002
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	Procedure for publishing the Agenda, Papers and Minutes of HSC Advisory Committee meetings.
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In this document

This document contains the following information about this procedure

- [Purpose](#)
- [Background](#)
- **Roles and Responsibilities**
- [Step by step guidance](#)
- [Flowchart](#)
- [Associated Documents](#)

Purpose

This procedure describes the mechanism for publishing Advisory Committee (AC) papers on the HSE web site; allocates responsibility for specific tasks; and describes the required quality checks.

Overview

HSC Board paper C/00/110 “Quangos: opening the doors - openness and diversity issues for the Commission and its Advisory Committees” requires all AC agendas, minutes and papers be published on the HSE website from April 2000 onwards. There are 23 ACs. On average, they meet 2 –3 times each year. To meet this requirement:

- AC secretaries will ensure all documents are sent to the Intranet typists in a prescribed format; are properly classified under open government procedures (with all exempt material removed); and are of an appropriate quality standard.
- The Intranet Typing Team will convert the documents to PDF format and;
- The Web Team will publish the documents on the Open Government website (www.hse.gov.uk)

To minimise the burden on the Intranet Typists and the Web Publishing Team:

- An agenda plus the minutes of the previous meeting must be sent together to the Intranet typists and published before each meeting.
- The meeting papers must be sent to the Intranet Typists as a complete set after each meeting.

It is important that the standards set out in this document are followed by all concerned. Problems relating to the work of the Intranet Typists and Web Team should be reported to Jill Gregory (DIAS7 –vpn 517 2412); and those relating to the ACs to Keith Pritchard (SASD x 6664).

All AC documents will be live on the website for a period of one year.

Roles and Responsibilities

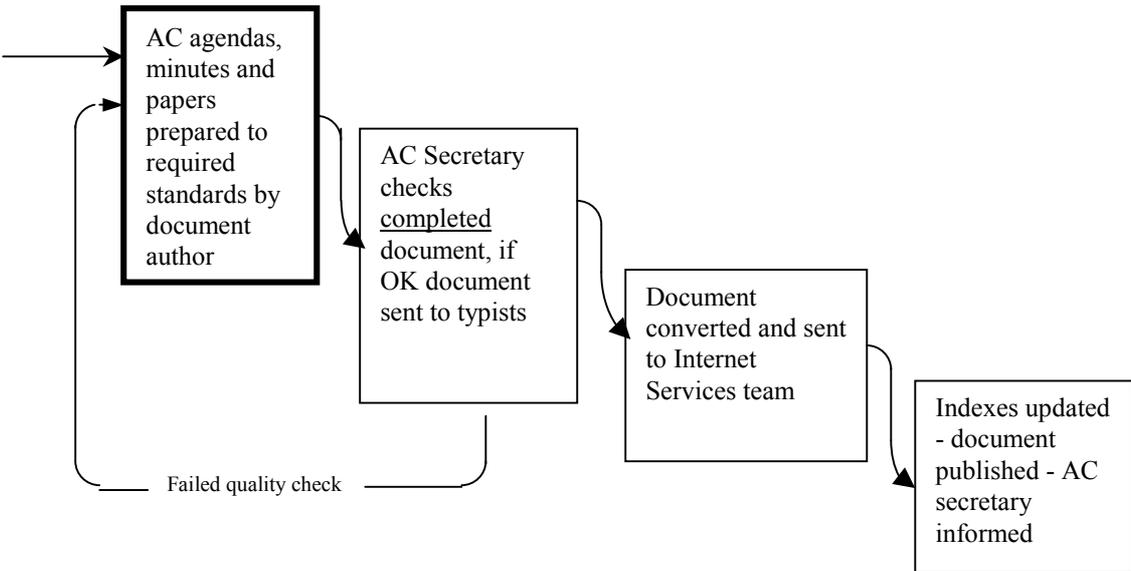
The tasks and responsibilities involved in the AC publication process are listed below. The term “AC Secretary” means either the Secretary or a nominee.

This task...	Is carried out by...	See...
Ensure AC agendas, minutes and papers are prepared to the required standard.	AC Secretary	Producing AC agendas, minutes and papers

Check documents are ready for conversion to Adobe Acrobat format (pdf).	AC Secretary	Checking the Document set
Send documents to Intranet Typists in Bootle for conversion to Adobe Acrobat format (pdf).	AC Secretary	Checking the Document set (Step 3)
Convert document set to required standards and mail to webteam	Intranet typists	Converting AC Documents for the Intranet
Update indexes and publish documents.	Web team	Web publishing

Procedure Flowchart

The flowchart below represents the procedure for publishing AC documents on the HSE web site.



Associated documents

GAP 2: Advisory Committees: Guidance to HSE staff.

GAP 1. Disclosure of Information to the Public. This GAP sets out the Health and Safety Commission's policy on disclosure of information to the public, and contains instructions and procedures on how to deal with requests for information.

GAP 3: Submission of papers to the HSE Board, The Executive and the Health and Safety Commission. This GAP gives guidance on the preparation of papers for the HSE Board, the Executive and the Commission.

The Health and Safety Commission's policy statement on access to health and safety information by members of the public.

Publishing procedure - step by step guidance

This section contains step-by-step guidance on the Procedure for publishing Advisory Commission Agendas, Papers and Minutes on the Internet. It covers:

1. **Producing AC agendas, minutes and papers to required standards and Checking the Document**
2. [Converting AC documents for the HSE website](#)
3. [Indexes updated document published AC secretary informed](#)

Further Help

If you require further help please contact the HSE web site manager on ext. 2730

1	Producing AC agendas, minutes and papers to required standards
	This section describes how to prepare Advisory Committee Agendas, Paper and Minutes. Document authors should follow the steps below when preparing material for the HSE web site.

Step	Action
1	<p>Prepare agenda and minutes using the standard Advisory Committee Smartmasters. There are no Smart masters for papers, however where possible AC Secretaries should promote a common style and format.</p> <p>The Smartmasters are available from each AC Secretary.</p> <p>Note: ALL exempted material must be removed prior to forwarding to Typists.</p>
2	<p>Ensure the following file naming conventions are used before forwarding papers to the Typists:</p> <p>Agendas: Should contain the date as a file name, preceded by the letter 'a'. i.e. a251001.doc</p> <p>Papers: Should contain the date and the paper number (which should be reflected in the agenda reference) i.e. 251006.doc (paper no.6, presented to the 25th October meeting).</p> <p>Annexes to papers: Should contain the date, paper no. and annex no. i.e. 251006a3.doc (annex 3 to paper no.6, presented to the 25th October meeting)</p> <p>Minutes: These should contain the date of the meeting to which the minutes refer and should be preceded by the letter 'm'. i.e m251001.doc</p>

3

Check the Open Government Status:

Status	Action
Fully Open	Provide full text of material to Typists (this applies to Agenda, minutes and Papers)
Partially Open	Follow GAP3. A relevant Exemption MUST be provided. Forward ONLY the edited version to Typists.
Fully Closed	Follow GAP3. The Title information should be provided. A relevant exemption MUST be provided to explain the exclusion. Forward ONLY the edited Version to Typists.

NOTE: Document Authors are responsible for **ALL** decisions relating to OG Status. The final check of the status of AC documents should be undertaken by the AC Secretary. If they are satisfied, the document can then be forwarded to the Typists. If the AC Secretary is unsure (or if the instructions are unclear) they must request further clarification under the terms of GAP3.

4

Final check:

Check that GAP's 1 and 3 have been applied.

Ensure that the 'Fully Open' descriptor has been applied correctly.

Ensure that ALL documents marked 'Partially Open' are correctly marked (→←), ensuring that all exempted material is REMOVED. The relevant exemption should already have been applied and inserted at the point in the document where the exempted material was removed.

Tip. Look at the OG status box at the top of the document. It will indicate where in the document the exemption applied. Move to that part of the document and ensure that the text has been removed.

Note: The next cc:mail received will be to inform the AC Secretary that the documents are live on the web site. AC document authors and Secretaries **MUST** ensure that the necessary checks have been carried out **BEFORE** proceeding to Step 5

5	<p>Mail the document set to Typists. Mail to <i>Typing, Intranet</i> at Magdalen House, Bootle. Documents MUST be 'ready to convert' and not require any further editing.</p> <p>The message should be in the following form. (See Overview)</p> <p>EXAMPLE A – Agendas and minutes</p> <p>Subject: <i>[AC Acronym] MINUTES/AGENDAS</i></p> <p>Text of message:</p> <p><i>Please find attached:</i></p> <p><i>Agenda for Jan. 2003, and Minutes, 25 October 2002. These comprise.</i></p> <p><i>Agenda - a251003.doc (convert to a single html page)</i></p> <p><i>Minutes - m251002.doc – Partially Open (convert to a single pdf file)</i></p> <p>EXAMPLE B – Papers</p> <p>Subject: <i>[AC Acronym] PAPERS, 25 Oct.2002</i></p> <p>Text of message:</p> <p><i>Please find attached papers from the [AC Acronym] meeting of 25 October 2002. These comprise.</i></p> <p><i>251001.doc (Fully Open)</i></p> <p><i>251002.doc (Fully Open)</i></p> <p><i>251003.doc (Partially Open- Annex 2 exempt - Exemption 10 of the Code of Practice on Access to Government Information (Information about to be published))</i></p> <p><i>251003a1.doc (Fully Open)</i></p> <p><i>251003a3.doc (Fully Open)</i></p> <p><i>This is a complete set of the papers from this meeting. Convert each paper to single pdf file</i></p>
4	<p>If there is an error or oversight on the file, Typists will return the file for amendment. The returning message will contain amendment in the subject heading and list the specific points that need to be addressed.</p> <p>Once these points have been actioned, resend as at Step 3.</p>

2	Converting AC Documents for the Internet – HSE Typing Services
	HSE Typists should follow the steps below when converting AC documents for the HSE web site.

Step	Action
1	<p>Check that the contents of the message reflects the attached files</p> <p>If, there is a mismatch, or documents are missing, DO NOT proceed to Step 2. Return the message to the relevant AC Secretary outlining the specific action required.</p>
2	<p>On receipt of agendas and minutes</p> <ul style="list-style-type: none"> ○ Convert the AGENDA to htm format. ○ Convert minutes to a pdf file. <p>On receipt of papers,</p> <ul style="list-style-type: none"> ○ Convert all papers to pdfs. <p>All file names of existing documents should be preserved during the conversion process.</p>
3	<p>Forward PDF files to the <i>Webteam</i>, HSE mail account.</p> <p>The message should be in the following form.</p> <p>EXAMPLE</p> <p>Subject: [AC Acronym] <i>PAPERS, 25 Oct.2002</i></p> <p>Text of message:</p> <p><i>Please find attached papers from the [AC Acronym] meeting of 25 October 2002. These comprise.</i></p> <p><i>Papers - 251001.pdf</i></p> <p style="padding-left: 40px;"><i>251002.pdf</i></p> <p style="padding-left: 40px;"><i>251003.pdf</i></p> <p style="padding-left: 40px;"><i>251003a1.pdf</i></p> <p style="padding-left: 40px;"><i>251003a3.pdf</i></p> <p><i>The above file(s) were checked by [insert name of the AC Secretary that forwarded the original MS Word files].</i></p>

4	Make a note of the date the documents were forwarded to the Internet Services team for publishing to the web site.
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3	Web publishing
	Indexes updated, document published, AC secretary informed. The Web team will publish ALL IAC material within 2 days of receipt of completed files.

Step	Action
1	Check that the contents of the message reflects the attached files If there is a mismatch, or documents are missing, DO NOT proceed to Step 2. RETURN the message to Typists outlining the specific action required.
2	Using the Agenda as an index page', link the PDF documents to the appropriate item on the agenda. FTP the document in the normal way. One folder per IAC with an index file that links to all existing agendas for each IAC meeting. Each IAC meeting folder will contain an index.htm file that will be the agenda for that meeting and link all the pdf files for that meeting, giving a file structure that looks like: <ul style="list-style-type: none"> ○ http://www.hse.gov.uk/foi/iac/aaia/index.htm (links all meetings) ○ http://www.hse.gov.uk/foi/iac/acdp/index.htm (links all meetings) Each meeting should have its own sub directory, for example: <ul style="list-style-type: none"> ○ /foi/iac/aaia/2510/a251002.htm (<i>links all papers/minutes pdfs</i>) ○ /foi/iac/acdp/1001/a251002.htm (<i>links all papers/minutes pdfs</i>)
3	When documents have been published, alert the AC Secretary. The message should be in the following form. EXAMPLE Subject: [AC Acronym] <i>AGENDAS/PAPERS/MINUTES, 25 Oct.2002</i> Text of message: The above document set is now live on the HSE web site. You can access these documents via the following URL:
4	Make a note of the date the documents were published to the web site.

Annex 1

This is a list of Advisory Committees (as at April 2003) and the correct acronym to be used when corresponding to other stakeholders in this process.

ADVISORY COMMITTEE	ACRONYMS
Advisory Committee on Dangerous Pathogens	ACDP
Advisory Committee on Dangerous Substances	ACDS
Advisory Committee on Genetic Modification	ACGM
Advisory Committee on Toxic Substances	ACTS
Agriculture Industry Advisory Committee	AIAC
Construction Industry Advisory Committee	CONIAC
Deep Mined Coal Industry Advisory Committee	DMCIAC
Higher and Further Education Advisory Committee	HFEAC
Schools Education Advisory Committee	SEAC
Health Services Advisory Committee	HSAC
Nuclear Safety Advisory Committee	NUSAC
Occupational Health Advisory Committee	OHAC
Offshore Industry Advisory Committee	OIAC
Paper and Board Industry Advisory Committee	PABIAC
Printing Industry Advisory Committee	PIAC
Railway Industry Advisory Committee	RIAC
Rubber Industry Advisory Committee	RUBIAC
Textiles Industry Advisory Committee	TEXIAC

	HSE Internet Services
	Health and Safety Executive Health and Safety Laboratory Broad Lane Sheffield S3 7HQ Fax: 0114 2892333

MODEL LETTERS OF APPOINTMENT/REAPPOINTMENT OR LEAVING

Employers name

Position

Address

Date

I would like to express my appreciation and gratitude for allowing [full name of Committee Member i.e. John Smith] to serve on the Health and Safety Commission's [name of committee] for the period [dates].

The Health and Safety Commission's Advisory Committees provide valuable expert assistance to the Commission and the Executive which we would otherwise not have access to. They provide a very effective way of exploring the views of interested and knowledgeable parties and their advice is essential to our effectiveness. They also ensure that the Commission's work is informed and grounded by what is happening more widely in this field and we hope that this expertise also feeds both ways.

Yours sincerely

Director General

Employers name

Position

Address

Date

I would like to express my appreciation and gratitude to you for allowing [full name of Committee Member ie Joan Smith] to have served on the Health and Safety Commission's [name of Committee]. As you are no doubt aware, [first name] has now resigned/retired from the Committee.

The Commission relies heavily on its Advisory Committees for expert advice and assistance and is very grateful for [first name]'s input and also to you for allowing this. I have written separately to [first name] to thank [him/her].

Yours sincerely

Director General

Guidance on expenses entitlements for HSC\ E Advisory Committee Members

Introduction

2.89 2.E1 This guidance provides information on the expenses you can claim when you are working on official HSC\HSE business. You may not claim expenses from HSE which relate to other areas of your work or your own private travel.

What to claim

Day subsistence

2.E2 Day subsistence allowance is a contribution towards the extra you may have to spend on meals and drinks while you are undertaking official HSC\ E business.

2.E3 The amount of day subsistence allowance you can claim depends on the length of time you spend away from your home\office.

2.E4 The period of day subsistence begins:

- when you start your journey to your HSC\ E official business; or
- if you have been staying overnight on official HSC\ E business, from the time your 24 hour overnight subsistence period finishes.

It ends when you arrive at your home or office.

2.E5 You cannot claim day subsistence if you have been at a residential event at which all accommodation and meals were provided unless, the journey to or from the event takes more than 5 hours.

2.E6 The amount you can claim is:

- for periods of more than 5 hours and up to 8 hours - £4.90;
- for periods of more than 8 hours - £9.30.

2.E7 If you are provided with a meal(s) or meal voucher(s) at no cost to you, the amount of day subsistence you are entitled to is reduced. You can claim as follows:

Period of absence	Meals or meal vouchers provided	Day subsistence to claim
Over 5 and up to 8 hours	1	None

Period of absence	Meals or meal vouchers provided	Day subsistence to claim
Over 8 hours	1	£4.90
Over 8 hours	2	None

2.E8 If you are travelling by train or boat and, your period of absence qualifies you to claim day subsistence allowance, you can claim the cost of a meal(s) instead. The effect of this on your entitlement to day subsistence is as follows:

Period of absence	Number of meals bought	Day subsistence payable
Over 5 and up to 8 hours	1	None
Over 8 hours	1	£4.90
Over 8 hours	2	None

2.E9 The amount you can claim for each meal is:

- the actual cost of the meal (including VAT), plus
- tips, which must not exceed 10% of the cost of the meal excluding VAT.

2.E10 You cannot claim for alcoholic drinks.

2.E11 You should ensure you keep the receipts for your meal(s) as you will need to attach them to your claim (see paragraph 21 below).

Overnight subsistence

2.E12 You may claim overnight subsistence allowance if you are required to stay overnight as part of your official HSC\E business.

2.E13 There are three options available to you:

- using the HSE hotel booking service and claiming the 24 hour overnight subsistence allowance of £25.90 per night. Details of how to arrange accommodation through the HSE booking service are attached in Appendix A;
- arranging your own commercial bed and breakfast accommodation and claim the actual cost of bed and breakfast (receipts are required to support your claim):
 - i) up to a limit of £66.00 for the Greater London Authority area plus the 24 hour overnight subsistence allowance of £25.90 per night; or
 - ii) up to a limit of £55.00 elsewhere plus the 24 hour overnight subsistence allowance of £25.90 per night;

- staying with friends or relatives and claiming the 24 overnight subsistence allowance of £30.00 per night. (see para 16 for information on travelling to and from official business).

2.E14 The overnight subsistence allowance is for a complete 24 hour period which starts when the journey to your official HSC\E business begins.

Residential events

2.E15 If you are attending a residential event at which all accommodation and meals are provided, you cannot claim overnight subsistence allowance, but you can claim £5.00 per night for incidental expenses.

Travel costs

2.E16 For travelling to and from your official HSC\E business you may claim the cost of the journeys:

- the actual cost of a first class rail ticket;
- the actual cost of a sleeping berth for overnight rail travel;
- if you travel in your own car, 40p per mile for the first 4000 miles (per financial year) travelled and 25p per mile thereafter;
- if you carry official passengers in your own car, you can claim 3p per mile for the first passenger and 2p per mile for other passengers;
- exceptionally, you may claim the cost of an economy class air fare if the cost is offset by a saving in overnight subsistence allowance;
- taxi fare if you are carrying heavy luggage or it is important to save time;
- the cost of ferries, bridge/tunnel tolls;
- the cost of parking at your destination, or at a station when continuing a journey by train.

2.E17 If you have claimed overnight subsistence allowance of £30.00 to stay with family or friends, you may not claim the cost of travelling from where you stayed to your official business. This is because an amount to cover these costs is included in the overnight allowance.

How to claim

Making a claim for expenses

2.E18 You should claim expenses using form Acs Gen 8B which can be obtained from the Committee Secretary.

2.E19 To enable your expenses to be paid promptly, you must complete the form fully, including the address of where you stayed the night with family and friends. This is a requirement imposed by the Inland Revenue and HSE cannot pay the overnight allowance without it.

2.E20 To support your claim you must attach all relevant receipts:

- a copy of booking form provided by the HSE hotel booking service;

- the original receipt for overnight commercial accommodation that you arranged yourself;
- receipts/tickets for fares, taxis, parking, etc.

The tax position

2.E21 HSE holds Inland Revenue dispensations for all the expenses described above. This means the payment of expenses does not create a tax liability.

Loss of earnings

2.E22 Members may be able to claim for loss of earnings for days when they are on official AC duty. The current rates are £26.85 for up to four hours, and £53.68 for over four hours, per day. Any member wishing to make such a claim should, in the first instance, contact their AC Secretary – from whom guidance notes and a form for certifying loss of earnings are available. The completed certificate of loss of earnings should be attached to the claim form Acs Gen 8B and returned to the Committee Secretary for approval.

2.E23 Loss of earnings is not payable to:

full-time officials of trade unions or employers' associations;

employers' representatives (other than self-employed persons); or

persons who are paid on a commission basis, unless their loss of earnings can be clearly established.

Further information

2.E24 If you need further information on the expenses you can claim please contact the Committee Secretary in the first instance.

Using the HSE hotel booking service

2.E25 To book overnight accommodation using the HSE hotel booking service you should follow the procedure below:

Booking procedure

1. Complete the hotel booking form TR6 (SE9) (available on the HSE intranet or from your committee secretary);
2. You must always enter your 'pseudo' employee number and cost centre which you can obtain from the Committee Secretary;
3. The EECT code to use is S023;
4. Fax the completed form to Expotel hotel booking agency on 0800 262483;
5. You will receive confirmation of your booking within 24 hours. Keep the booking confirmation in a safe place as you will need it when you claim your overnight subsistence allowance (see para 21 above). The booking confirmation must be attached to your Acs Gen 8B when you claim your expenses.

Arrival time

2.E26 All hotel rooms are guaranteed for late arrival.

Cancelling or amending a booking

2.E27 If you wish to cancel or amend a booking, you should contact Expotel booking agency on 08457 573577. You will need to quote your reservation number which is given in the booking confirmation.

2.E28 Bookings should be cancelled before midday on the day you were due to arrive. If you need to cancel a booking after 6pm, you should contact the hotel directly.

Paying the hotel bill

2.E29 The cost of bed and breakfast will be charged to HSE directly. However, you are responsible for meeting all other charges e.g telephone calls.

Templates for Agenda, Minutes and Registers of Interests

Open Government status: Fully Open	Agenda Number: <NUMBER>
Intranet embargo?: None	
	Meeting Date: <DATE>
	Type of Paper: Agenda

THE <NAME> ADVISORY COMMITTEE

AGENDA

<DATE> at <TIME> in <LOCATION>

<u>Item</u>	<u>Presenter</u>	<u>Ref.</u>
1 Introduction and Apologies		
2 Minutes of the <NUMBER> meeting held on <DATE>		
3 matters arising		
6 <PAPER OR ITEM TITLE>		
7 <PAPER OR ITEM TITLE>		
8 <PAPER OR ITEM TITLE>		
9 <PAPER OR ITEM TITLE>		
10 Any other business		
11 Date and venue of next meeting		
12 Close		

<AC NAME> Secretariat

<DATE>

Minutes of the <NAME> Advisory Committee

Minutes of the <NUMBER> meeting of the <NAME OF AC> held on <DATE>

Present

Representing

Apologies

Observers

Summary of Action agreed:

- 1.
 - 2.
 - 3.
- etc

Chair's introduction

- 1 **Minutes of the <NUMBER> meeting held on <DATE>**
 - 1.1
 - 1.2

2. **Matters arising**

2.1 etc.

3. **Subject, (Ref No.). Paper by:**

3.1 etc.

**Action
Agreed:**

4. **Subject, (Ref No.). Paper by:**

4.1

4.2

4.3

**Action
Agreed:**

5. **Subject, (Ref No.). Paper by:**

5.1 etc.

Any other business

Date and venue of next meeting

Close

