



National Health & Safety Groups Council

Minutes of the NH&SGC AGM 2005

**Hosted by North Lincs Health & Safety Group
at The Wortley House Hotel, Scunthorpe**

on Wednesday 15th June 2005

Present:

Kerry Ross (Chairman)

Warwick Adams	Birmingham (BHSEA)
Richard Altoft	North Lincs
Roger Bibbings	RoSPA
Andy Chappell	Birmingham (BHSEA)
Richard Collman	Cambridge
Ian Currie	Lea & Ouse Valley
Neal Davis	Peterborough
Colin Ellis	Teesside (SHE) Partnership
Paul Faupel	Cambridge
Jim Flynn	Coventry & Warwickshire
John Haddon	Peterborough
Peter Hull	North Lincs
Richard Johns	Sheffield
Mike McMahon	The Marches
Frank Miller	Lancashire
Ron Muir	Nottinghamshire
Mike Nixon	Manchester
Lynn Rawson	Peterborough
John Rennison	North Lincs
Maria Sanderson	North Lincs
Steve Smith	Peterborough
Norman Stevenson	SHEF Scotland
Charles Tracey	North West

Apologies:

David Eves – Vice President NH&SGC
Hazel Harvey – IOSH
Mike Lewis – Coventry & Warwickshire
Fred Parkin – Herefordshire

GROUPS

Charities Safety Group
East Anglia
Humberside South
Inverclyde & Renfrew
Isle of Wight
North East Wales
North Manchester
Oxford
Reading
South Cumbria
Southampton
Sunderland
Teesside
Wiltshire

- Minutes of the last AGM held on 3rd June 2004 at the Rendezvous Restaurant, Manchester

The minutes were agreed as a true record.

- Report from the Treasurer – Mike Nixon

Mike Nixon apologised (on behalf of the RoSPA secretary) that the report had not been circulated prior to the meeting.

Attachment 1: Treasurers Report (document enclosed)

Mike McMahon proposed to accept the report, seconded by Andy Chappell.

Jim Flynn proposed the NH&SGC keep the current independent examiners of the accounts this was seconded by Charles Tracey.

The Council thanked Mike Nixon for his work as the treasurer of the NH&SGC.

- Election of Management Committee Members

Due to the proposed changes in the structure of the Management Committee in the draft new constitution Charles Tracey proposed that the current Management Committee remained unchanged until final decisions have been made. This was seconded by Jim Flynn.

Attachment 2: Management Committee members

- Report on the Alan Butler Awards

Charles Tracey read the attached report from Roly Buss.

Attachment 3: Alan Butler Awards – Roly Buss

It was confirmed that the NH&SGC has the sponsorship from BT for the 2005 awards. (John Haddon from EDF energy suggested that EDF might be interested in being a sponsor of the awards in the future.)

Comments were made by some groups that no confirmation was given that their application for the awards had been received and no feedback was given.

Charles Tracey asked for it to be minuted that the Council would like to thank Harry Jakeman who has now retired as Vice-president of the NH&SGC for all his work as a member of the Management Committee and for his management of the awards ceremony at the House of Lords.

Also the Council would like to thank 3M for sponsoring the presentations.

- NH&SGC Stand, Health & Safety Expo at the NEC

Charles Tracey wished to thank all the groups who supported the stand by visiting it at the exhibition and by sending in their booklets and information.

Feedback from the stand:

Some visitors to the stand were found to be members of an affiliated safety group but had not heard of the NH&SGC and did not realise that their group was part of it.

- DERM project – Dermatitis in the Workplace

Neil Davis – Chairman of the DERM project working group reported that the project is going well and is getting support and that the pilot project will hopefully be underway by October. It was also noted that Groups are supporting the DERM project which is good news.

It was requested that the names and contacts for the Derm Working group be distributed to all groups.

Attachment 4: Derm working Group

Neil Davis made a presentation of the project to the North Lincs H & S Group in their breakfast meeting before the start of the AGM.

**Details on the Derm project have now been put on the NH&SGC website.

<http://www.rosipa.com/occupational-safety/nhsgc/Projects.htm>

- HSE Partnership Agreement

Kerry Ross explained the Management Committee have been working on a formal partnership agreement with the HSE. So far a draft of the partnership has been drawn up which the Management Committee have amended and returned. When the partnership has been formed then the NH&SGC will hope to drive some initiatives forward for the HSE.

It was pointed out that the Derm project is exemplifying the HSE partnership and its progress will determine future partnership arrangements with the HSE and other Health & Safety bodies.

- **Discussion on the proposed changes to the NH&SGC**

The chairman summarised the objectives of the proposed changes:

12 months ago it was decided that, although the individual safety Groups themselves are doing very well (some better than others), unless the organisation moved forward and changes were made then the Council faced potential extinction.

The points of principle need to be agreed and will be finalised by a vote at an EGM to be held in October.

The points were made that:

- the Council does not want to interfere with local groups but its aim is to offer help and support to floundering groups.
- the Council needs to support groups locally and share learning of successful groups with less successful groups.
- the Council needs to have readily available information so that all groups should have up to date information and be able to share it.

Charitable Status

The question of whether the organisation should keep its charitable status:

It was commented that changes are to be made to Charity Law soon which might mean that to be registered as a charity a company must have funds of £10,000 and as the organisation is now it would no longer qualify for charitable status.

Mike Nixon – treasurer commented that there will be more stringent rules to being a charity, the accounts will have to be audited by accountants which could cost £1000s.

Roger Bibbings commented that if we are thinking about the Councils growth in the future it will have to have appropriate form and status.

It was noted that if the Council was not a charity it would have to decide what it was.

Steve Smith commented that everyone knows what a charity is, if we are not a charity then we have to decide what we are a profit non-profit organisation?

It was noted that being a charitable organisation gives the council a good relation with companies.

Paul Faupel commented that if we lost charitable status and decided at some future time that we wanted it back it would be a lot harder to obtain.

It was concluded that although Charitable status might not be of much benefit to the council now, looking at the future and growth of the organisation it could be very important.

Neil Davis commented that at the moment there is no disadvantage to having charitable status so there is no point getting rid of it and if the situation changed it would be harder to get back in the future.

Andy Chappell voiced his concern that the Charity Commission has a list of trustees for the NH&SGC that are no longer relevant and must be notified.

ACTION: Management Committee.

Charles Tracey proposed we keep Charity Status
Jim Flynn Seconded.

Voting by a show of hands and taking into account proxy votes received.
Motion agreed to keep charitable status.

Amendments to the Constitution

The question of whether changes need to be made to the current constitution

The Chairman explained that the Management Committee view the current constitution as outdated and constrictive and so a proposed new constitution was drawn up that was straightforward, simplified and had transparency.

It was pointed out that Legal advice may be needed in order to change the constitution and it was agreed that the charity commission would be asked if that was necessary.

ACTION: Management Committee to contact Charity Commission as to whether the Council should seek legal advice.

Andy Chappell representing BHSEA commented that there were serious technical matters in the proposed constitution that need to be adjusted and that BHSEA could not agree with the proposals at this time.

Kerry Ross commented that that the technical issues will be addressed and that all comments have been noted but the issue was in principle should there be a change to the current constitution.

Proposed – Should we adopt a revised constitution because of the above points.
In principle (considering proxy votes and attendees at AGM) it was agreed to have a revised constitution.
Confirmed that the constitution needs to be simple straightforward and clear but moving the organisation forward.

It was decided that a new draft constitution would be prepared by the Management Committee and distributed to all groups giving them time to meet and respond so that feedback could be received and reviewed and a final constitution developed distributed and voted on at the EGM in October.

****This first new draft as well as a Mission, vision and forward plan has been distributed to groups and is available on the website at http://www.rosa.com/occupational-safety/nhsgc/next_meeting.htm**

Any comments given by groups will be acknowledged by the Management Committee.

Funding

The question of whether the Council should seek :

- **Direct sponsorship**
- **Donations**
- **Subscription from groups**

Lynn Rawson commented that the definition of small group/large group already exists for the Alan Butler awards and this could be used for subscription levels.

Ricard Collman asked what role the NH&SGC is playing and what is it doing for groups and that this needs to be made clear if groups are going to be asked for a subscription fee.

Paul Faupel also put the question of what point was there in a group being a member:
Some pluses were the House of Lords presentation and the NEC stand.

It was agreed that any request for funding must be accompanied by a business plan explaining what the Council does and what it wants to do.

It was again commented that some members of safety groups did not know they were a member of the NH&SGC, Charles Tracey asked all groups to put the NH&SGC on their meeting agendas.

Maria Sanderson commented that any subscription should be set at a reasonable level.

It was agreed in principle that the Council should appeal to groups for funding.

Regionalisaion

It was noted that the North West region of Groups are successfully working together. Regionalisation has been suggested to generate participation in NH&SGC /'Safety Groups UK' throughout the country and that regions would not be fixed in terms of which group should be part of which region.

It was decided that although regionalisation will hopefully be introduced to 'Safety Groups UK' that it would not be an item in the constitution. This would leave the organisation to be a lot more flexible, groups could form regions if they wanted or be individual.

It was understood that any regionalisation would take time to evolve but that the organisation would be able to give help and guidance to groups who wanted to form regions.

It was also discussed that the Management Committee would include 10 regional representatives (one for each region as set out on the NH&SGC RoSPA website) and any member of a group could be nominated for their region's Management Committee place, this would ensure a regional spread of Management Committee members.

It was also made clear that all groups would be welcome to attend all 'Safety Group UK' meetings.

SUMMARY OF VOTING RESULTS

Voting was done by a show of hands with the proxy votes received taken into consideration. The results were.

Adoption of the minutes of the meeting held on 3 rd June 2004 as a correct record.	AGREED
Adoption of the budget report from the Treasurer – Mike Nixon.	AGREED
Election of Management Committee Members	AGREED to maintain the MC as it is at the moment.
In principle the Council retain its charitable status.	AGREED
In principle the Council should adopt an amended Constitution	AGREED in principle
To seek sponsorship and donations and periodically appeal to Groups for funding	AGREED in principle
In addition to the Chairman, Vice Chairman and Treasurer, the Management Committee should be made up of representatives agreed by Groups in Wales, Scotland and the English Regions	AGREED in principle
In principle to ratify a new Partnership Agreement with HSE	AGREED in principle

The future of the organisation is to be decided at an Extraordinary General Meeting (EGM).

DATE confirmed as 12th October

VENUE confirmed as RoSPA, Birmingham

National Health and Safety Groups Council

Management Committee 2004/5

President: Lord Brougham & Vaux CBE

Vice President: David Eves CB

Management Committee Members

Chairman: Kerry Ross (Manchester)

Tel: 01204 556759

Email: kerry.ross@warburtons.co.uk

Vice Chairman: VACANT

2nd Vice Chairman: Charles Tracey (North West Association)

Tel: 01253 397266

Email: ctraceyfiosh@aol.com

Treasurer: Mike Nixon (Manchester)

Tel: 0161 610 6660

Email: mike.nixon@mohsg.org.uk

Jim Flynn (Coventry)

Tel/fax: 01926 855552

Fred Parkin (Herefordshire) Immediate Past Chairman

Tel: 01432 272667

Norman Stevenson (Safety Health & Environmental Forum [Scotland])

Tel: 01786 431662

Email: n.stevenson@robertson.co.uk

Mike McMahon (The Marches)

Tel/Fax: 01691 682212

John Muldoon (North West Construction)

Tel: 01942 878747

Neal Davis (Peterborough)

Tel: 01775 766161

Email: neald@geo-adams.co.uk

David McGinigal (Scottish Chamber of Safety)

Email: dmcginsnr@aol.com

Alan Butler Awards for Excellence

The revision to the categories which took place in 2003 has proved successful, enabling the judges to be more focussed and easier to administer.

The new Communications Category attracts a variety of entries, including Newsletters, Web sites and other methods. On the face of it this should make the judging more difficult, however the judges view the non-web material first and then view the web sites together, and the winner is agreed without any difficulty.

The Lucky Draw from the non-winners is well received, whether it has made any difference to the number of entries is difficult to say.

Some of the timescales which were set out in 2003 have been difficult to achieve. The judging date is due in the first week of December, but it has been very difficult to find a date which is available to everyone, and as it moves nearer to Christmas, it becomes even more difficult. However, we will attempt to meet the target again this year.

The suggested brochure has not been possible to organise via BT sources, due to the arrangements within BT for printing etc. The costs of at least £300 did not seem to be worthwhile, as the money would be better spent on the award prizes. Any alternative source of covering brochure would be welcomed.

This year BT has indicated they are still willing to continue the sponsorship, but the difficulties with the printing contract means they will no longer be able to cover the printing, envelope stuffing and postage. I would appreciate suggestions for covering this, although I am prepared to print the letters and entry forms on my computer, but would need some contribution for envelopes and postage.

After many years of valuable service, Sir John Cullen has retired as a Judge, and we are delighted to have the services of David Eves. Bob Rajan from HSE is also proving to be a valuable judge, as is of course David Wallington from BT. We were also joined by Roger Bibbings this year, who took lots of notes when judging the entries. I think he found it very educational.

I believe that the 2005 Awards will be the 10th year that the Awards have been run. Many thanks to BT for their sponsorship all of this time, and their continuing support, even though the organisation has gone through many changes in that period.

I am prepared to continue to organise the Awards for this year and hopefully for future years while I am able, and if the Council wishes me to. The amount of work involved is quite considerable, and to pass that to someone with limited available time would be difficult, and therefore I am happy to continue.

Roly Buss MBE

DERM Working Group Members:

Neil Davis (Chairman)
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Peterborough Health, Safety & Fire Group

Norman Stevenson
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SHEF (Scotland) and Scottish Chamber of Safety

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HSE