

# Safety Groups UK

PROMOTING SAFETY & HEALTH NATIONWIDE



## Safety Groups UK – Annual General Meeting 2006 Thursday 6<sup>th</sup> April 2006

Hosted by the Scottish Chamber of Safety  
Held at Stirling Castle, Scotland

209<sup>th</sup> meeting of the Organisation

### **Present:**

Chair:	Norman Stevenson	Scottish Chamber of Safety & S.H.E.F Scotland
	Claire Allinson	S.H.E.F (Safety Health & Environmental Forum) Scotland
	Roger Bibbings	RoSPA and secretary to Safety Groups UK
	John Cairns	S.H.E.F Scotland
	Jim Flynn	Coventry & Warwickshire Occ Health & Safety Group
	Alan Harwood	Fife Chamber of Safety
	Halie Ann Headley	S.H.E.F Scotland
	Michael McGinley	S.H.E.F Scotland
	Mike McMahon	The Marches Health Safety & Fire Group
	Frank Miller	Lancashire Occupational Health & Safety Group
	Mike Nixon	Manchester Occupational Health & Safety Group
	Bob Rajan	HSE and co-opted member of the Safety Groups UK Management Committee
	Maria Sanderson	North Lincs Health & Safety Group
	Kevin Short	Central Scotland Safety Group
	Michael Tolland	S.H.E.F Scotland
	Brian Wesson	Ayrshire Occupational Health & Safety Group

06/02/1 Chair, Vice-Chairman of Safety Groups UK Norman Stevenson welcomed everyone to Stirling Castle and the first Annual General meeting of the organisation in its new form of Safety Groups UK.

### 06/02/2 **Apologies:**

David Bryant	Safety Groups UK Project Consultant
Stewart Campbell	HSE Director, Scotland
Neal Davis	Safety Groups UK Management Committee
Jack McConnell MSP	Scotland's 1 <sup>st</sup> Minister
Karen McDonnell	RoSPA Scotland
Roger Monaghan	HSE
Kerry Ross	Chairman of Safety Groups UK
Charles Tracey	Safety Groups UK Management Committee

### **Groups**

London Health & Safety Group

Isle of Wight  
Lea & Ouse Valleys  
Cambridge  
Northern Ireland  
East Anglia Construction  
Birmingham  
South Cumbria

**06/02/3 Minutes of the last Annual General Meeting**

The Chairman reminded everyone that the organisation had held an Extraordinary General Meeting in October because some of the issues brought up at the AGM had not been finalised. The issues were finalised at the EGM.

Jim Flynn proposed to accept both the minutes of the AGM and EGM this was seconded by Maria Sanderson. This was agreed unanimously.

**06/02/4 Report from the Chairman of Safety Groups UK – Kerry Ross**

Norman Stevenson stated that the Chairman of Safety Groups UK, Kerry Ross had produced a presentation on the Safety Groups UK business plan for the meeting in January which was available to view on the Safety Groups UK website.

Kerry Ross had also made a presentation at the SCOS conference on the 5<sup>th</sup> April which would also be available to view on the website.

Norman Stevenson reviewed the Chairman's Report for the AGM.

**(Attachment 1-** Chairman's Report)

It was requested that the HSE/ Safety Groups UK partnership agreement be posted on the website and that an email would be circulated to let groups know when it was available.

Norman Stevenson referred to the two apologies from the Director of the HSE, Scotland Stewart Campbell and Scotland's 1<sup>st</sup> Minister Jack McConnell confirming that Safety Groups UK was working with key intermediaries. (Please see **Attachment 2** – email from Sarah Jones, Secretary to the Partnership on Health and Safety in Scotland and **Attachment 3** – Health & Safety Networks in Scotland)

Mike Nixon proposed to adopt the Chairman's report which was seconded by Claire Allinson. This was agreed unanimously.

It was requested that Kerry Ross send his Chairman's report to key people in Health & Safety to help with communication and promote the Safety Groups contribution.

**06/02/5 Report from the Treasurer of Safety Groups UK Mike Nixon**

**(Attachment 4** – Treasurer's report)

Mike Nixon explained that the accounts had not yet been audited due to the change in the Safety Groups UK's financial year to coincide with the tax year. The accounts were for the 15 months from January 2005 to March 2006.

He stated that the House of Lords event in January had been expensive, approximately £3000, but that this had not yet been accounted for and wouldn't show until next years accounts. £2000 of this expense would be covered by the sponsorship received from EDF Energy.

He also explained that Safety Groups UK would have to pay VAT on the stand at the Safety & Health Expo held at the NEC on the 9-11<sup>th</sup> May this year which they had not had to previously.

He had confirmed with the Charity Commission the change in the Safety Group UK's financial year which they were happy with.

## **Sponsorship**

Mike Nixon stated that the Manchester Occupational Safety & Health group were sponsoring his expenses as a member of the Safety Groups UK Management Committee. He also told the meeting that the Group were making a £500 donation to Safety Groups UK.

Safety Groups UK thanked the Manchester Group for their sponsorship.

It was stated that the Peterborough Group had donated a total of £350 to the DERM project and that North Lincs Group were donating £250 to sponsor the Safety Groups UK stand at the Safety & Health Expo at the NEC.

EDF Energy were continuing their sponsorship of Safety Groups UK and commercial sponsors had also been found for the DERM project.

Bob Rajan asked what was being done to encourage groups to give donations to the organisation.

Roger Bibbings said that Kerry Ross and the Management Committee were committed to reviewing and updating the business plan and budget. It was hoped that groups were seeing a more proactive approach from Safety Groups UK and that they were more positive about sponsorship.

It had been decided that the Management Committee would record their expenses so that Safety Groups UK could acknowledge the sponsorship by various Safety Groups and companies of its Management Committee members and help to budget for the future.

Jim Flynn asked what sponsors of Safety Groups UK received in return.

Mike Nixon replied that the sponsors of the Safety Groups UK Launch, EDF Energy and BT had been delighted with the publicity they received and appreciated the value of having their names circulated and associated with a safety message.

Maria Sanderson commented on the North Lincs sponsorship of the Safety Groups UK stand for the Safety & Health Expo at the NEC. The Group were given the opportunity to make a banner for the stand with their group's logo on it and recognised that they would not have had an opportunity for this publicity at the exhibition otherwise.

It was requested that profiles of Safety Groups UK sponsors be put on the website.

It was asked if the Management Committee would consider holding the next AGM of Safety Groups UK jointly with a conference or seminar which might give the organisation a chance of earning some revenue.

Norman Stevenson commented that even though the SCOS conference held on 5<sup>th</sup> April had been well attended and a great success that hosting the Safety Groups UK AGM meant they would not have gained financially.

Mike Nixon thanked SCOS for hosting the Safety Groups UK AGM and acknowledged their sponsorship.

He pointed out that assistance and time were all donations that Safety Groups UK gratefully received and acknowledged.

Frank Miller asked how the £2500 for the Alan Butler Awards was accounted for.

Mike Nixon explained that this represented the prizes for two years. The £1250 each year was received in sponsorship from BT and was given out as four prizes of £300 and one lucky dip prize of £50.

Maria Sanderson proposed to accept the treasurer's report which was seconded by Jim Flynn. The Chairman asked if they were happy to accept the accounts un-audited at this time which they were. This was agreed unanimously.

**06/02/6 Election of Management Committee Members**

It had been pointed out by the Birmingham Group that the position of 2<sup>nd</sup> Vice Chairman was not included in the constitution.

This was accepted as an error and it was agreed that the 2<sup>nd</sup> Vice Chairman title would be removed.

It was confirmed that co-optees onto the Management Committee were at the discretion of the Management Committee.

The election of the Management Committee (Please see **attachment 5**) was proposed by John Cairns and seconded by Brian Wesson. This was agreed unanimously.

**06/02/7 Report on the Alan Butler Awards**

Roger Bibbings informed the meeting that he had recently met with Roly Buss who had administered the Awards for the last 10 years and he had said he would like to pass the administration onto RoSPA. He hoped to still be involved with organising the judging.

It was agreed that this would be an opportunity to re-organise and re-structure the awards. It was pointed out that the main purpose of the awards should be to share best practice between the Safety Groups.

Some suggestions were that:

- The awards needed to be promoted to the groups, currently only about 23 of the groups participated.
- The winning entries needed to be on the website to share best practice.
- There needed to be a clear marking system so Groups knew how their entries would be judged.

Jim Flynn read out a statement he had written about the awards. (Please see **attachment 6**).

Norman Stevenson promised that there would be analysis and consultation about re-structuring the awards.

It was requested that the reassessment of the Alan Butler awards be an agenda item at the next Management Committee meeting.

Norman Stevenson stated that S.H.E.F had won a National Health and Safety Award at the Scottish Chamber of Safety conference. Safety Groups UK congratulated S.H.E.F.

**06/02/8 The 'DERM' Project seminars**

Norman Stevenson gave an update on the DERM project. The project was on target and progressing. There were not yet any specific dates for the seminars but there was commitment to months, three out of the ten months had been filled, it was thought that ten seminars might not be enough to cover the whole of the UK.

The seminar in November would be held in Scotland and organised by Fife, Central Scotland and S.H.E.F who were working in a sub-committee to produce the seminar and would find a venue agreeable to all. The Teesside area were setting up the same arrangement with five safety groups.

**06/02/9 Regionalisation**

Maria Sanderson explained that a working group made up of Management Committee members Maria Sanderson (Chair), Norman Stevenson and Mike McMahon with support from RoSPA and David Bryant had been set up to progress with regionalisation.

The working group had had an initial meeting, the group realised that geographically the established regions did not work and they would be looking how best to restructure the regions.

The group would be talking to David Bryant, to determine which groups were already working well together, as well as talking to the groups themselves. It was hoped that the regions could be made up of effective groups and also struggling groups.  
The working group would meet again in May and would report to the Management Committee at the meeting in June on what new regions could look like.

They also wanted to make it clear what the role of regional representation would involve. The working party would be constructing a terms of reference document for regional representatives.

They planned to complete the work by September and it was hoped that Kerry Ross would be able to deliver a report on the progress of regionalisation at the Safety Groups UK meeting in January.

She made it clear that any group not wanting to be part of a region would have the freedom to do as they chose and that the idea of the regionalisation was to give every area of the UK a voice on the Management Committee if they wanted it.  
She also commented that if a group was failing it might appreciate support from other groups in the area.

#### **06/02/10 The Safety Groups UK / HSE Partnership**

Roger Bibbings reported on the Partnership Agreement, a commitment by Safety Groups UK and the HSE to support each other.  
He said that Roger Monaghan, HSE had promoted the partnership internally within the HSE and Groups were asked to remind their local HSE contacts of the agreement.

We were reminded that the partnership did not mean that HSE had taken over the groups or that Safety Groups UK would tell groups what to do.  
It also did not mean that a local HSE representative would attend every group meeting or that groups could only talk about the HSE priority topics.

The first trial of the partnership would be the Safety Groups UK 's commitment to support BACKS 2006! Safety Groups UK were inviting groups to plan an event.

Roger Monaghan would make sure that groups had all the HSE materials available for the BACKS! 2006 campaign.

Part of Safety Groups UK's discussion with groups would be to ask if they had supported the campaign and if so what did they do and did it go well.

Groups were asked to contact Safety Groups UK if they were having any problems with running a BACKS 2006! event, Safety Groups UK would talk to HSE and resolve any issues.

#### **David Bryant – Safety Groups UK Project Consultant** (please see **attachment 7** – Initial Report from David Bryant)

Roger Bibbings outlined David Bryant's role in Safety Groups UK.  
Safety Groups UK had asked the HSE for some financial help and they had offered money to support a consultancy. Since then David Bryant had been employed as the Safety Groups UK project consultant.  
David Bryant's background was in Health and Safety including being the Health and Safety expert for the Learning and Skills Council.

He had been asked to look at three topics:

1. SMEs
2. Groups willingness to support the HSE's priority topics
3. Groups willingness to input on consultative documents

He would try to identify whether a group was failing, functioning or excellent.

His final report would be produced in August and a draft report would be given to the Management Committee meeting in June.

The question was put by Roger Bibbings whether Safety Groups UK needed a permanent development worker to help Safety Groups UK move forward as there was a limit to what the Management Committee could do. He thought that growing Safety Groups UK on the Management Committee's volunteer time only might not be possible.

Norman Stevenson agreed that the organisation would benefit from someone to move things forward.

Alan Harwood said that the Fife Chamber of Safety had innovating plans that could be useful to Safety Groups UK and the group and suggested that David Bryant contact them. He was enthusiastic about the vision of Safety Groups UK but wanted to see the plans followed through.

#### 06/02/11 **Any other business**

##### **Safety Groups UK Newsletter**

Jim Flynn asked groups to send him any interesting news to include in the Safety Groups UK newsletter. He wanted the newsletter to be a binding tool for the groups.

Bob Rajan asked if the newsletter could be regenerated and maybe become a web based 'what's new' bulletin.

It was agreed that regionalisation would help in ensuring any interesting group news was reported.

Maria Sanderson said she would like to see what other groups were doing and would like to see reports of successful seminars and meetings.

It was asked that the newsletter be added to the Management Committee meeting agenda.

##### **Safety Groups UK Website**

It was requested that a 'What's New' section be added to the Safety Groups UK web pages.

##### **Residential Workshops**

We were reminded that residential workshops were a future vision of Safety Groups UK where groups could learn for example: how to run a seminar, how to create a website or how to develop an effective programme.

It was also suggested that regional workshops could take place where groups could work together and share ideas.

#### 06/02/12 **Date of next Safety Groups UK Meeting**

22<sup>nd</sup> August TBC – Venue TBC

Please see **attachment 8** – Calender of Safety Groups UK events

It was asked that the Calender of Safety Groups UK events be posted on the website and updated regularly.

#### 06/02/13 **Close**

Norman Stevenson thanked everyone for attending the AGM and closed the meeting. Safety Groups UK thanked Norman Stevenson for chairing the meeting and thanked the Scottish Chamber of Safety for hosting the AGM.

**Attachment 1**

# Safety Groups UK

PROMOTING SAFETY & HEALTH NATIONWIDE



## **Chairman's report to the AGM April 2006**

2005/6 has been a momentous and highly significant year for the health and safety groups movement.

The first groups in Britain were founded in the late 1930s. They grew particularly in number in the aftermath of the Second World War and this continued during the 1960's. There are now over 80 groups throughout the UK. They have endured and proved their worth but, despite a massive amount of sustained good work, they have in many ways 'hidden their light under a bushel', remaining one of Britain's best kept health and safety secrets.

It was to put the health and safety groups back on the map, particularly at national level, that we took over 18 months to consult widely on plans for a re-launch of the National Health and Safety Groups Council under the new brand of 'Safety Groups UK'. We consulted on a shorter, less bureaucratic constitution, a new mission statement and the outline of a new work programme.

We have endeavoured to take on board all views received and we adopted the new constitution, mission, vision statement and forward plan as a way forward at the EGM held on 12th October.

We then had a highly successful and enthusiastic launch for Safety Groups UK at the annual House of Lords event on 26<sup>th</sup> January, hosted by our president, Lord Brougham and Vaux and addressed by the minister at DWP responsible for health and safety, Lord Philip Hunt of Kings Heath OBE.

We have adopted a new and positive 'Partnership agreement' with the Health and Safety Executive, setting out a number of commitments to support one another. In particular we are committed to encouraging Groups to focus on HSE's priority themes, with a specific commitment this year to support their 'Backs 2006' campaign.

HSE have also underpinned their side of the agreement with financial support to RoSPA to engage a consultant, David Bryant, who is currently investigating three specific issues: Groups' outreach to small and medium size enterprises; their willingness to support and focus on the HSE priority themes (currently slips trips and falls on the level, falls from height, workplace transport accidents, musculo-skeletal disorders and stress); and their willingness to contribute to HSE public consultation exercises. That report, which is for HSE, will also be circulated to all groups in due course.

The Management Committee of Safety Groups UK is focused on developing and carrying forward a multi-stranded work programme but the main thrust is to deliver the overall vision which is a network of dynamic and fully effective health and safety groups in all parts of the UK - with the groups widely recognised as key players in the UK health and safety system.

We will aim by degrees and without imposing any sort of artificial structure, to grow regional representation in the Management Committee to create a permanent channel for communication to and from the Committee reaching groups in all parts of the country.

We still need to engage with over three quarters of all groups who have little or no regular contact with the central body other than through formal communications.

We want to market and promote the groups by engaging with key intermediaries such as trade associations.

We want to help ailing groups to get back on their feet.

We want to help set up groups in parts of the country where at present there are none.

We want to continue to recognise and commend good practice by groups, for example via the Alan Butler Awards - and help them share solutions to common problems such as: growing their memberships; raising funds (always a difficult issue!); organising their programmes; running events; working with key intermediaries locally; linking with their local media; developing websites and electronic enablement; and so on.

The Safety Groups UK website, hosted by RoSPA, will remain a key organising tool. We will hold three main meetings of Safety Groups UK each year in different locations around the country.

We will be promoting specific projects, particularly the DERM project which is an innovative partnership aimed at stimulating action to combat occupational skin disease.

There is a real challenge before us but I believe we have re-gained recognition that Groups have a major role to play in helping to deliver the UK's national strategy for better health and safety at work, particularly in small firms.

We will need resources and support, from our sponsors and from individual groups and we will begin a discussion with Groups on a proportionate, balanced and fair system for securing donations and perhaps a levy to raise the necessary funds.

We will be using opportunities such as the Groups stand at the NEC exhibition in May to sell the Safety Groups UK mission and to seek new supporters.

The last year has I believe marked a new and exciting turning point in the long and proud history of the health and safety groups movement in the UK, a new beginning in fact.

It has been a privilege to act as your Chairman. I would like to extend my personal thanks to all my colleagues on the Management Committee, to RoSPA and our other supporter organisations; to Lord Brougham and Vaux and to David Eves our Vice President; to HSE (and Roger Monaghan in particular); as well as to BT and to EDF who have continued to support the Alan Butler Awards and the annual House of Lords event.

Local organisations, particularly smaller businesses need strong and effective local groups. The UK health and safety system needs Safety Groups UK. I would appeal to all involved in the field of health and safety at work - and in particular to groups who are not yet close to the whole project, to champion our vision and to help us deliver a groups movement which is fully fit-for-purpose to meet the challenges of the current century.

Kerry Ross

**Chairman**

March 2006

## **Attachment 2**

### **Email from Sarah Jones, Secretary to the Partnership on Health and Safety in Scotland**

**Date:** 04 April 2006

**Subject:** Safety Groups UK- AGM

Thank you for the opportunity to welcome the reinvigoration of Safety Groups UK at the AGM here in Scotland.

A meeting of the Partnership on Health and Safety in Scotland ("The Partnership") is being held on the same day - otherwise I'm sure HSE Director, Scotland - Stewart Campbell - would have liked to come along.

It will be important over the coming months to connect the work of the Partnership on Health and Safety in Scotland with the work of Safety Groups UK in Scotland. The Partnership - chaired by HSC member Margaret Burns - exists to promote the implementation of HSC's strategy in Scotland with the added value of direct advice and support from the Scottish health and safety community. It is also a response to the community's desire for a mechanism by which health and safety priorities can be developed in the context of Scotland's health and safety performance, its economy, industry and culture.

One of the main objectives of Safety Groups UK partnership with HSE is to help promote health and safety priorities with small firms. And one of the aims of the Partnership is to develop a strategy for communicating the business benefits of sensible health and safety, and how to achieve it - to Scotland's small businesses. This partly because health and safety is not adequately embedded within small business advice channels in Scotland; and we need to something to improve matters as well as engaging with small businesses in ways which they find most useful. There is clearly scope for helping each other in this particular area.

Also on the Partnership's agenda this week is some initial work by health and safety professionals to pull together information on health and safety expertise and resources across Scotland with the aim of improving awareness and accessibility of competent advice. Our meeting on Thursday will look at information gathered so far, what we need to add to it, and how we can use it to best effect.

Overall the Partnership wants to improve understanding of the range of resources within 'Scotland's health and safety system' and the overlap of workplace health and safety with the Scottish Executive's Healthy Working Lives programme - which also encompasses health promotion and employability issues.

The attached diagram of the system could no doubt be improved but it makes a start by showing the key payers and where they fit in. (See attached file: Network H&S Scotland.pdf)

The Partnership would welcome Safety Groups' comments on this, on our current activities, and on ideas for joint working in the future. More detail can be found at [www.hse.gov.uk/scotland/partnership.htm](http://www.hse.gov.uk/scotland/partnership.htm)

Meanwhile, we wish you a very successful AGM.

**Sarah Jones**

Secretary to the Partnership on Health and Safety in Scotland

**Attachment 5**

# Safety Groups UK

PROMOTING SAFETY & HEALTH NATIONWIDE



**AGM 6<sup>th</sup> April 2006**

## **Management Committee Nominations**

Elected Management Committee for the year April 2006 – April 2007:

### **Management Committee**

**Chairman**

Kerry Ross

**Vice Chairman**

Norman Stevenson

**Treasurer**

Mike Nixon

**Members**

Charles Tracey

Neal Davis

Jim Flynn

David McGinigal

Mike McMahon

John Muldoon

Maria Sanderson

## Attachment 6

### Jim Flynn - Coventry & Warwickshire Occupational Health & Safety Group

#### The Alan Butler Awards for Excellence

There are a number of observations I have made over the past few years, these are as follows:

The awards are not **Transparent** in that:

No one in many of the groups appears to know what has to be done in order to qualify for an award because the instructions offered are ambiguous.

Further, no one ever knows whether or not their submission has been received, also of equal importance to the group, why has their attempt failed to be acceptable to the judges.

- i. In order to enable groups to know what is expected of them to be successful a syllabus should be drawn up to enable the group to see what it needs to do to submit an acceptable entry.
- ii. A marking system must then be produced – this will offer an objective rather than the subjective approach currently used.

The judges should be named and primed to work to the marking scheme.

Finally a full report must be given in person to both the Management Committee and the AGM personally by the awards co-ordinator.

I do not agree with the present choice of topic that may be submitted.

It is normally expected that these awards be presented as part of the European H&S week. I believe therefore that **ONLY** the official HSE recommended topics should be the subject of all submissions made for the award in order to achieve uniformity across the national Groups.

This way we can create co-ordination of submissions throughout the National Groups, thus eliminating any ambiguity.

Jim Flynn

## Attachment 7 – Initial Report from David Bryant

### **Safety Groups UK**

#### **Research into Safety Groups**

##### **Introduction**

This is an initial report into the work to assess the following:

- The ability of Groups to influence and promote health and safety activities within small and medium enterprises and 'hard to reach' employees:
- The willingness and capacity of Groups to participate in a number of 'lead' projects in the context of the Partnership Agreement between Safety Groups UK and HSE; and
- The willingness and capacity of SGUK to participate on HSE lead projects and input into HSC/E consultative exercises

In addition the work requires some contact with key players to promote support for the Groups.

##### **Progress**

I have initially visited 5 safety group meetings (including 1 specialist construction group) and attended 2 AGM's and 2 committee meetings. The safety groups were chosen to provide a good cross section of safety groups by size, location and activity. In addition I have been in contact with a number of other safety groups and have made contact with all safety groups to start various forms of communication with them. I attended the Safety Groups UK Management Committee Meeting (10<sup>th</sup> March 2006). Those I have met have been very welcoming and informative.

The ability of Groups to be successful in achieving the 3 objectives above rely on the Groups themselves being successful in terms of the numbers of members they have, the number of people Groups impact upon indirectly and the activity of the Groups in meetings and other forms of communication with others. Therefore in examining the 3 main objectives it is necessary to give some thought as to what makes a Group successful and to identify good practice so this can be shared with others.

The work is being carried out through some structured discussion (see attached) and the visits are proving important to get a feel for the culture of the Groups.

##### **Initial findings / thoughts**

In no particular order I would make the following comments:

- The Groups have great potential and I am taken by the dedication and commitment of those involved. It appears that some Groups rely on a small number of such individuals and might make some Groups

vulnerable over time. Those involved in running the Groups around the Country should be congratulated for their efforts;

- Some Groups could benefit from some central support in respect of administration, marketing and other matters such as helping with developing a web site;
- The independence of each Group is important while most see the benefit of being part of a larger organisation / family;
- The communication and liaison between Groups, including adjacent and overlapping Groups vary considerably and this is often due to chance and personal contacts;
- There are no formal geographical boundaries for Groups with the result that there are overlaps as well as gaps. This is not necessarily a concern or weakness merely stated as a matter of fact;
- Membership fees vary from £10 - £80 (from my contact so far);
- Attendance at national meetings is often a problem because of time / cost restraints and the perceived benefit of attendance;
- Most Groups main function is to provide a schedule of meetings with speakers to inform and educate and provide a forum to share; and
- Approximately 50% of Groups have a web site.

So far I am satisfied that there is willingness to participate in priority areas, lead projects etc. My continuing work will evaluate more closely the capacity to do so and the difficulty in influencing small and medium enterprises and 'hard to reach' employees. Much of this will depend of the success of the Groups more generally including what constitutes success.

## Next steps

I will be continuing to make contact with Groups and discuss the issues with them so as to formulate a considered opinion prior to making any recommendations / suggestions and providing a final report.

In addition, the next phase will also examine key players who might be able to support the Groups and the Groups movement. Some of these include:

- Small Business Service and Business Links;
- Federation of Small Firms;
- Workplace Health Connect;
- Learning and Skills Council and their Training Providers;
- Chambers of Commerce;
- Local Authorities;
- IOSH;
- RoSPA;
- HSE

Comments from all concerned are welcome.

David Bryant  
Consultant for Safety Groups UK  
26<sup>th</sup> March 2006

# **Safety Groups UK: Framework for research / discussion**

**Name of Group:**

**Chair:**

**Secretary:**

**Treasurer:**

**Executive / Committee members:**

**Regional Safety Groups UK Representative:**

## **Constitution/composition of the Group**

- Geographical area / coverage?
- Links with other agencies
- HSE involvement
- Links with IOSH local structure? (cross-over, competition, position?)
- Registered charity?
- Mission statement?
- Aims / objectives of the Group?
- Business plan

**Membership:**

- How to join – form? How do you become a member (card or certificate to say you are?)?
- How known / advertised (how members are attracted)?
- Cost to join?
- How many?
- Composition? Size, activity sector, Local Authority etc
- Consultants?
- Trade union / safety reps represented?
- SME's
- Non- health and safety, full-time health and safety, part-time
- Members of RoSPA? Or other affiliations?
- How meetings are advertised and membership interest maintained?

**Communication:**

- E-mail
- Letter
- Newsletter
- Telephone
- Database
- Website
- Links to Safety Groups UK
- Links with other Groups in region? (Visit each other's meetings etc, co-operation on events, planning etc?)
- Minutes of meetings?
- Other events / activities?
- Media?
- Informal networking / social?

### **Operation:**

(How does the Group work / operate?)

- Committee, how elected, how many meetings, business cycle etc.
- Key figures, secretary etc? How long in post? Bringing in new blood?
- How many meetings? Fixed or variable location?
- Costs?
- How funded?
- Topics chosen for discussion?
- How many attend (make up)
- HSE attend?
- Speakers e.g. (how sourced?)
- Topic areas over last 12 months – planned 12 months?
- Other activities?
- Any local sponsorship (local companies, help in kind etc)?
- Printed programme of events?
- Links with IOSH?
- Sharing good practice?

### **Outreach:**

- Business community (links with?)
- SME's (direct and via contracting, supply chains etc?)
- Chambers?
- FSB etc.?
- Business Links?
- LSC?
- Outreach through local media (newspapers, local radio etc);
- Any key allies, networks or other groups?

### **Future of the Groups**

- How do you see it?
- More successful / thriving?
- What is needed?
- What are the opportunities?
- What are the main barriers?
- What if anything would you want from SGUK?
- What can you do for SGUK?

### **Support (How would they like Groups supported)**

- Need any?
- What support would you find helpful?
- WHC
- Web enablement (barriers, help needed)

### **3 priorities:**

- SME's and H&S promotion?
- HSE priority areas?
- Consultation?

### **Safety Groups UK**

- Knowledge of re-launch?
- Communications
- Concerns?
- Expectations?
- Alan Butler Awards (useful or not?)
- Regional representation on MC? Views to and from?
- Value?
- Funding support (levy per member to SGUK?)
- Engagement with national agenda?
- Reasons to contribute / not to contribute?

### **Topic Groups?**

- Construction
- Charities Safety Group
- Other

### **Safety Information Centres**

- Where?
- Use?
- How maintained?
- Future?

**Attachment 8**

**Safety Groups UK**

**Dates 2006 – 2007**

<b><u>Date</u></b>		<b><u>Venue</u></b>	<b><u>Meeting</u></b>
9 <sup>th</sup> – 11 <sup>th</sup> May	2006	NEC	Safety & Health Exp
14 <sup>th</sup> June	2006	RoSPA, Birmingham	Management Committee
22 <sup>nd</sup> August	2006	TBC	Safety Groups UK
12 <sup>th</sup> September	2006	RoSPA, Birmingham	Management Committee
7 <sup>th</sup> December	2006	RoSPA, Birmingham	Management Committee
25 <sup>th</sup> January	2007	1 Queen Anne's Gate, London	Safety Groups UK & H of L
14 <sup>th</sup> February	2007	RoSPA, Birmingham	Management Committee
2 <sup>nd</sup> May	2007	RoSPA, Birmingham	Management Committee
6 <sup>th</sup> June	2007	TBC	AGM – Safety Groups UK
11 <sup>th</sup> July	2007	RoSPA, Birmingham	Management Committee
26 <sup>th</sup> September	2007	TBC	Safety Groups UK
31 <sup>st</sup> October	2007	RoSPA, Birmingham	Management Committee
<b>DECEMBER</b>	2007		Management Committee
24 <sup>th</sup> January	2008	1 Queen Anne's Gate, London	Safety Groups UK &H of L