North & West Yorkshire Committee Meeting
Land Securities, Management Suite, Trinity Centre, Leeds
13 May 2016

Action Notes

Welcome & Introductions

Attendees:- Paula Fletcher – Interserve (Chair)
Richard Thorpe – HSE (Secretary)
Roland Webb – South Yorkshire NHS Partnership Trust (Treasurer)
Matthew Bostwick – Kier (joint 4th Committee Member)
Lynne Allison - CITB
Tom Anthony – Hays
Daniel Bland – Upland Architects
Jemma Carmody – CECA Yorkshire & Humber
Stan Cockerham – Self-employed
Marina Courtney – CITB
Colin Darley – Eagle Associates
Joanne Hobson – HSE
Lorraine Kirbitson – NYCTG
Mark Marshall – Land Securities
Mark Nicholson – Mears Group
Dan Osborne – Leeds City Council
Richard Wilson – Mears Group

Apologies:- Adrian Asman – BDW Homes (joint 4th Committee Member)
Ralph Baqar – Focus Safety
Marcia Lake – APS

Actions from previous meeting

Asbestos Management Event June 2016

Colin has contacted an Asbestos Support Group in Sheffield who will give a presentation at the event along with a victim’s wife. He was still waiting for Rhodar to come back to him re giving a presentation and had given them a deadline of 19 May 2016. He will send a copy of his presentation to committee members within the next week and along with Paula, will produce an agenda for the flyer.

Action: Colin & Paula

Richard will produce a flyer next week once he has received the agenda from Colin.

Action: Richard

Colin will find out the cost of the room and let Richard & Paula know so that Richard can apply for HSE funding.

Action: Colin
The potential audience for the event was discussed. It was agreed that committee members would target the following:

- Commercial Estate Agents
- CECA members, NFB & Local Chamber of Commerce
- FMB
- CITB Contacts
- Sub-Contractors
- Leeds City Council Sub-contractors, Landlords Licensing List, Contacts at Wakefield & Bradford, Education Department
- Federations/Consortiums
- Academies & Universities

<table>
<thead>
<tr>
<th>Audience</th>
<th>Contact</th>
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<tr>
<td>Commercial Estate Agents</td>
<td>Colin</td>
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<tr>
<td>CECA members, NFB &amp; Local Chamber of Commerce</td>
<td>Jemma</td>
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<td>FMB</td>
<td>Matthew</td>
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<tr>
<td>CITB Contacts</td>
<td>Marina</td>
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<td>Sub-Contractors</td>
<td>Paula</td>
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<td>Leeds City Council Sub-contractors, Landlords</td>
<td>Dan</td>
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<td>Licensing List, Contacts at Wakefield &amp;</td>
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<tr>
<td>Bradford, Education Department</td>
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<tr>
<td>Federations/Consortiums</td>
<td>Richard W</td>
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<tr>
<td>Academies &amp; Universities</td>
<td>Joanne</td>
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It was decided to charge a nominal fee of £10 for the event. Richard would indicate on the flyer that we are a non-profit making organisation. Eventbrite would be used again to take bookings. Roland will set it up to allow for up to 100 delegates. There will be a charge for using Eventbrite this time as it’s not a free event but Tom may be able to assist with the charge as they regularly use this system.

**Action: Roland & Tom**

Paula, Roland, Dan, Stan, Colin and possibly Marina are available to help on the day. Unfortunately, Joanne and Richard T are on a training course that day and are unable to attend. Paula will send out a list of roles for the day before the event.

**Action: Paula**

**Feedback from CDM Event**

Richard T gave a brief review of the event which had gone well and received very good feedback. It was suggested that a similar event be held again next year. Richard would ask the Inspectors concerned and their Line Manager if they could repeat the event.

**Action: Richard T**

Paula will write to both Inspectors to thank them for all their efforts.

**Action: Paula**
2016/2017 Programme of Events

- **Awareness/Management of Asbestos** – 24th June 2016
  
  Richard will email Colin a blank WWT power point presentation.

  **Action: Richard T**

  Roland will add the event to the Eventbrite system once the flyer is finalised. There will be 100 spaces available at a cost of £10 each.


  Richard T will ask HSE if they can provide a speaker.

  **Action: Richard T**

- **Occupational Health/Safety Solutions Day** – planned for March 2017

  Martin Coyd, Regional Head of Environment, Health and Safety, Europe – Lend Lease was suggested as a possible speaker. Mark will contact him to ask if he would be willing to attend the event.

  The Yorkshire Safety Centre for Construction was mentioned as a possible organisation that may help with funding towards the venue etc.

  The event will be held in North Yorkshire if possible. The committee will decide the venue at the next committee meeting on 22 July 2016.

  **Action: Mark M**

- **Mock Trial** – topic to be agreed at the July meeting. Paula will contact Kirsty Gomersall to obtain a list of possible scenarios. It was also suggested that a session on the new sentencing guidelines could be incorporated into this event.

  **Action: Paula**

- **CDM Event** - planned for January 2017

  Richard has asked the Inspectors concerned if they would be able to do another similar event and they can. The format will be different to last time. The committee will discuss further at the next meeting.

  Richard will let Adebayo Ige know that we may be doing an extra event.

  **Action: Richard T**
Any Other Business

New procedure for funding

Richard explained that there was now a new procedure for WWT invoice payments:

1. Adebayo Ige will raise a requisition for a service setting out what the service is, the amount to be paid and the expected date of delivery.
2. The payment order (PO) is raised and logged onto shared services and a copy sent to the requisitioner. This must be done before the event date and the supplied must be registered on HSE’s systems before a requisition can be raised.
3. When the event has been delivered, the requisitioner confirms this and authorises the PO for payment.
4. When SSCL receive the invoice, it is cross referenced with the service/event/PO number and if authorisation has been received, payment of the agreed amount is made. The invoices should be sent to:
   
   SSCL Accounts Payable Team  
   Room 6124, Tomlinson House  
   Norcross  
   Blackpool  
   FY5 3TA  

HSE contributions to WWT events will be paid directly into the group accounts.

Paul Blanchard

Richard mentioned that Paul Blanchard had been in touch offering his services for any future events. It was agreed to put this on the agenda for the next meeting in July.

Action: Richard T

Certificates of attendance for future events

Richard had been asked by delegates if certificates for CPD were available for the CDM event. He had said no but wondered if we should provide them for future events. It was decided not to provide them as delegates could always use their receipt from Eventbrite to prove their attendance at an event.

WWT Steering Group

The next Steering Group meeting would be held on the 19th October 2016 in Birmingham. It was agreed that Paula, Roland or Matthew would go. They will check availability nearer the time and decide amongst themselves who will attend and then they will let Adebayo Ige know.

Action: Paula, Roland or Matthew

Marina

This would be Marina’s last meeting. The group said a big thank you to Marina for all her help over the years. She will be sadly missed.
List of all events in other areas

Paula had a list of all events to be run throughout the year by all other WWT groups. She will circulate this to all members.

**Action: Paula**

WWT made Easy

Richard mentioned the above guide which he will circulate to everyone. The guide includes an annex with the WWT Group Project/Event Funding Request.

**Action: Richard T**

Other suggestions for future events

Jemma suggested drug and alcohol awareness as a possible subject for a future event. Mark queried whether the Group should be more aligned to the national campaign and proposed silica, lead, ultra-violet radiation as possible future topics.

Suitable Venues for future events

Jemma suggested the Bridge Inn at Wetherby as a possible future venue. She will find out costings. She will also make a list of venues and costs used by CECA for their events. Tom mentioned that Hays had some venues in York which may be of use. He will liaise with Jemma.

**Action: Jemma & Tom**

WWT Contacts

Richard will circulate the updated spreadsheet of all committee members’ contact details to everyone.

**Action: Richard T**

Date of Next Meeting

**Friday 22nd July 2016 at 10am** – Jemma will confirm if the CECA meeting room is free and Richard will send out an electronic invite to everyone for both the 22 July 2016 and the 13th January 2017 meetings. He will also send invites to Tom, Daniel and Stan for the 9th September and 4th November meetings as they had joined the group since the original invites were sent.

**Action: Jemma & Richard T**

Further Meetings in 2016 (all 10am start)

- Friday 9th September 2016
- Friday 4th November 2016
- Friday 13th January 2017