

Minutes of Meeting
Lead H&S Officers Network Meeting
On-line Meeting (via Teams)
Tuesday 11 May 2021

Present:

Darlington Borough Council	Joanne Skelton - Minutes (JS)
Durham County Council	Kevin Lough - Chair (KL)
Gateshead Council	Stephen Foggin (SF)
Middlesbrough Council	John Armstrong (JA)
Newcastle City Council	Katherine Chapman (KC)
Northumberland CC	John Froud (JF)
South Tyneside Council	Stephen Bell (SB)
Stockton Brough Council	Stuart Crockett (SC)
Sunderland City Council	Geoff Scrafton (GS)

Item	Discussion	Action
1.	Apologies for Absence: Derek MacDonald (DM) – Stockton Borough Council – Stuart Crockett attending Anthony Laing – North Tyneside Council	
	Introductions	
2.	Minutes from 9 February 2021 and Matters Arising GS to share notes from the DAC Beachcroft seminar DM e-mailed the group with an update on 22 nd Feb, following a discussion with HSE regarding COVID RIDDOR reporting requirements.	GS
3.	Audit Systems Updates JA demonstrated the My Compliance Management system. Cost of the system is approx. 6k for 500 users. Various modules including, action tracking, incident reporting, e-learning and audit. A further 3-6 months development needed. JA to give an update at next meeting. GS – update on iAuditor, Sunderland are working with iAuditor to make improvements to the 'actions' function without the need for a licence. GS to give an update at a future meeting.	JA GS

4.	<p>Lifting of Lockdown Restrictions</p> <p>KC - asked the group how the various councils were approaching the easing of restrictions? Newcastle working to Phase 1 10-15% occupancy, looking to move to Phase 2.</p> <p>SB – discussed social distancing in the workplace and also in vehicles and the use of additional minibuses.</p> <p>Discussion around vaccinations, and additional precautions for CEV staff. Authorities are awaiting the updated Government guidance on requirements from 21 June.</p> <p>Home and flexible working discussed, with a number of authorities taking the opportunity to review working arrangements.</p> <p>SF- Gateshead looking closely at ventilation and completing assessments working with the building safety team, discussed the need for adequate natural or mechanical ventilation in occupied areas.</p> <p>In summary, Councils not being driven by the Government road map but are awaiting the updated Government guidance.</p> <p>It was agreed to hold an extraordinary meeting on 22 June to discuss the announcement on 21 June.</p>	All
5.	<p>Warning Alerts/Violent Threats</p> <p>SF – raised the issue of sharing/ communicating warning alerts and data protection.</p> <p>Most authorities have arrangements in some format.</p> <p>Spreadsheet to be produced and sent out to the group on PVPR arrangements. JA to create and send out.</p>	JA
6.	<p>Fees for Intervention</p> <p>SF - Contractor working on fire doors, lack of PPE, face fit test, dust suppression and comments made around social distancing in lobby areas, etc. Member of public contacted HSE direct.</p> <p>GS – Visited transport section and made some recommendations but no FFI.</p> <p>KL – Durham bus station in house works, HSE visited asbestos related works, work at height, demolition and COVID – Clean bill of health. Also visited 3 waste transfer stations, 2 schools due to COVID and satisfied with control measures. No FFIs.</p> <p>JA – 1 report relating to contractors working on Civic Centre relating to work at height – NFFIs.</p>	

7.	<p>Recruitment/Staffing Issues</p> <p>KL - Advertising for H&S Advisor SF – Recruited additional permanent H&S Officer GS – Recruited senior H&S advisor – To start in June Fire Risk Assessor interviewed and awaiting acceptance – To start August Maternity leave to be covered by agency cover JF - Looking at succession planning KC - Recruited H&S Advisor Fire safety post has been advertised twice, but not appointed JA - Not recruiting</p>	
8.	<p>Exchange of Information/Council Updates</p> <p>N/A</p>	
9.	<p>Any Other Business</p> <p>N/A</p>	
10.	<p>Date of Next Meeting</p> <p>Extraordinary Meeting 22nd June 10:00am Microsoft Teams – John Armstrong to Chair</p> <p>Minute taker required</p>	
11.	<p>Future Meetings</p> <p>7 September 2021 9 November 2021</p>	