**Minutes of the London Health and Safety Forum**

**Date of Meeting: Tuesday 01 December 2015**

**Time:** 10:00 to 12.00

**Held at**: London Councils Offices – Southwark

**Room**: Meeting Room (2)

**Minutes**: Justin Tyas [Justin.tyas@cityoflondon.gov.uk](mailto:Justin.tyas@cityoflondon.gov.uk)

**Present were:**

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| Melanie Farrow (MF) | Barking and Dagenham |
| Charlotte Faint (CF) | Bromley |
| Justin Tyas (JT) (Vice Chair)  Chaired the meeting / minute taker. | City of London |
| Rebecca Abrahams (RA) | City of London |
| Sue Emery (SE) | Ealing |
| Lynne Thorburn (LP) | Hackney |
| Fabrice Terrochaire (FT) | Haringey |
| Gary Mann (GM) | Hammersmith & Fulham / RB of Kensington & Chelsea |
| Gerry Austen-Reed (GAR) | Hounslow |
| Gary Sanders (GS) | Hackney Homes |
| Caroline Woodliffe (CW) | Kingston |
| Shervin Nejand (SN) | Southwark |
| Ann Whalley (AW) | Waltham Forest |
| Afshan Shah (AS) | Waltham Forest |
| Peter Dempsey (PD) | Westminster |
| Magdelene Molecke (MM) | TBC – LB not given on attendance sheet |

**Invited Speakers**

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| Jenny Hudson (JH) | Department of Work and Pensions (DWP) |
| Jenita Chelva (JC) | DWP |
| Kevin Shorten (KS) | HM Inspector, Health and Safety |

**Apologies**

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| Michael Koumi | Barnet |
| Darren Williams | Camden |
| Billy Cassidy | Haringey |
| Gino DiFranco | Islington |
| Dave Garioch | Sutton |
| John Throssell | Wandsworth |
| Oliver Sanandres (Chair) | City of London |

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| **Agenda Item** | **Details and/or action agreed** | **Action for and date** |
| (1) | **Open Meeting**  Justin Tyas (JT) Chaired the meeting and welcomed everyone. Apologies were noted. JT also took the minutes.  JT recorded a note of congratulations and thank you to Gary Mann (GM) (former Vice Chair) who will be staring a new job outside London. |  |
| (2) | **Minutes of previous meeting**  Agreed |  |
| (3) | **Matters arising**  The H&S Masterclass scheduled for 19 June 2015 was postponed due to lack of take up by Chief Executives. Oliver Sanandres (OS) had previously reported a different approach was being considered with HSE to enable better engagement. Contact OS with ideas for taking forward. | **All / March 2016** |
| (4) | **Presentation**    Jenny Hudson (JH) and Jenita Chelva (JC), DWP, gave a short presentation and invited discussion on the following areas:  Recruitment: details of any practices used to encourage and support disadvantaged groups to apply for jobs – with specific focus on rehabilitated people with drug and alcohol problems, and obesity. It would also be good to get an understanding of where criminal records checks fit into the recruitment process – i.e. are applicants asked upfront on the application form to disclose any unspent convictions or is this dealt with later in the selection process? Appreciating that some roles will require DBS checks, is the recruitment process for these jobs any different?  Retention: What support is available in the workplace for people with drug and alcohol problems, and obesity? What are the issues that the NHS as an employer faces with people with these conditions, and what could Government do to help improve sustainability of employment for these people?  Two factsheets (below) were provided to give background information on these issues:    The group discussion that followed was not minuted.  JH e-mail address was provided by bind copy for anyone able to assist further. | **All /**  **where appropriate** |
| (5) | **Update from the Health and Safety Executive (HSE):** Kevin Shorten (KS), HM Inspector, Health and Safety  KS gave an overview of the pending (due 1 February 2016) Sentencing Council Guideline for [Health and Safety Offences, Corporate Manslaughter and Food Safety Hygiene Offences](https://www.sentencingcouncil.org.uk/wp-content/uploads/HS-offences-definitive-guideline-FINAL-web.pdf)  KS reported that he believed the new Guidelines were likely to have a big impact on the level of punishment (financial and custodial).  [An opinion on the effect this could have on Health and Safety Enforcement is available from [SHP Online](http://www.shponline.co.uk/the-most-dramatic-change-in-health-and-safety-enforcement-since-1974/)]  KS briefly mentioned the approach HSE were taking with respect of ‘better ways of obtaining evidence’.  KS gave a verbal update on several recent cases including:   * [Firms sentenced after construction death](http://press.hse.gov.uk/2015/firms-sentenced-after-construction-death/) * [Construction company fined for gas safety failings](http://press.hse.gov.uk/2015/construction-company-fined-for-gas-safety-failings/) * [Maintenance company fined after worker injured in fall from roof](http://press.hse.gov.uk/2015/maintenance-company-fined-after-worker-injured-in-fall-from-roof/) |  |

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| (6) | **National forum feedback**  None. Next meeting had not occurred. Contact OS direct to raise issues or queries.  A copy of these minutes to be circulated once provided. | **All / On-going**  **OS / when available** |
| (7) | **AOB**   * Gary Saunders (GS) is following up with HSE around guidance for volunteers * Charlotte Faint (CF) had a general request for anyone who has experience of advising around reception areas and security. Contact CF direct if able to assist. | **All / Feb 2016** |
| (8) | **Future presentations -suggestions**   * CDM 2015 / Client Duties – planned June 2016 * Fire Safety |  |
| (9) | **Date of Next Meeting**  **1 March 2016 (10am-12.30)**  Future meetings:  14 June 2016 (10am-12.30)  13 September 2016 (10am-12.30)  6 December 2016 (10am-12.30) | All meetings are held at London Councils Offices, 591/2 Southwark Street, London, SE1 0AL |