



MANCHESTER AND NORTHWEST DISTRICTS HEALTHCARE SERVICES SECTION

ANNUAL GENERAL MEETING

Friday 19 May 2017

Brookfield Masonic Hall, Peel Street, Westhoughton

Bolton BL5 3SP

1. Welcome by the District Chairperson

The Chair of the Manchester and Northwest Districts Healthcare Services Section welcomed all members to the Annual General Meeting (AGM).

2. Apologies for absence

Apologies for absence were noted.

3. Minutes of AGM held on Friday 22 July 2016

The minutes of the previous year's AGM were confirmed as being a true and accurate record.

4. Treasurer's report for 2016

In the absence of the Treasurer, it was agreed an overview of the accounts of the Section for the last financial year would be included within the Chairperson's report.

5. District Chairperson's report for 2016

The Chair reflected on the work of the Healthcare Services Section over the past year. It is widely recognised that the Section is firmly established within the framework of the IOSH Manchester and Northwest Districts Branch. Its importance is seen by many as an endorsement and driver for the effective management of health and safety across health and social care.

Although it remains an extremely challenging period, changes within the health and social care sector and of government strategy continue to have a positive influence on the dynamics of the Section, which are working well, across a wide range, and what has become, a multi diverse membership composition, ranging from NHS commissioning and provider organisations to new and already established health and social care providers and independent contractors, with attendances not just confined to members being in the North West region, extending to South Yorkshire and beyond.



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Initial concerns regarding dwindling numbers of attendances towards the end of last year have since been addressed following review and are regularly being monitored.

Increased workloads were identified as being the main contributory factor for those working in the field of health and safety within health and social care not attending or partially attending meetings. The review also identified a lack of awareness of the Section, in particular, from those newly established health and social care providers canvassed, and or confusion regarding the functions of both the IOSH Healthcare Services Section and IOSH Healthcare Services Group.

As such, work to update the website and to strengthen and improve web links between the Section and Group has since been completed and members have been encouraged to complete the health and social care survey that was recently issued through IOSH Connect.

Work also remains continuous over the next year of improving relations between the Section and Group so as to provide a more uniformed approach in improving health and safety culture and performance across the health and social care sector.

The coordination and variation of guest speakers, in terms of providing members with a balance in both strategic and operational direction, is seen by many as being a major contributory factor to the continued success of the Section. It was agreed that instead of having guest speakers for one or two meetings, this time would be split into a number of half hour slots spent sharing lessons learned and best practice that would allow greater variation for those who may be experiencing difficulties with a number of local health and safety issues within their respective organisations, with a view to monitoring its effectiveness.

Likewise, the standardised agenda used at meetings is working extremely well, ensuring the Section has good governance arrangements in place whilst remaining consistent in approach. It also allows the Section to continuously measure its performance against each of the outcomes of the Branch Plan, with any exceptions reported back to the Branch for review, as well as providing an easy platform by which the Branch can measure the effectiveness of all its Committees, Sections or Groups.



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This has been warmly received by the Branch, who is exploring using the agenda of the Section as a benchmark to ensure good governance, best practice and consistency in approach remains in place across all its Districts and Sections.

Work also remains continuous in maintaining and strengthening relationships with the external regulators, the Care Quality Commission (CQC) and the Health and Safety Executive (HSE), both of whom have attended recent meetings, with the Section being instrumental in addressing a number of key themes including reducing falls from dementia, helping shape HSE Health and Social Care Sector Team Implementation Plans and carrying out a post implementation review of the Health and Safety (Sharps Instruments in Healthcare) Regulations 2013 so as to evaluate their effectiveness.

With regards to the accounts of the Section, overall, it continues to demonstrate good value for money. Whilst the Section has always been economical with its previous budgetary forecasts, with all costs being attributable to just room hire and catering for meetings, the budget planner for the Section was submitted to the Treasurer which outlines an increase in projected costs.

Although guest speakers have historically not charged a fee for their time, travel or accommodation and costs have remained relatively constant for the venue, the provision of coffee and tea on registration and a light buffet style lunch, it is anticipated costs associated with guest speakers may change within the scope of future programmes and an increase in budget allowance has been made to provide a conservative effort to reflect this.

In addition, an increase in budget allowance has also been made to positively respond to requests made by members of holding one or two workshops or events regarding a particular health and safety topic of interest, with the anticipation of adding value to the Section and of supporting the Branch Plan.

The Chair added that further opportunities for growth and of promoting the work of the Section are to be explored into the next year and beyond.

Members noted and approved the contents of the report.



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6. Election of members to the District Committee for 2017

Members unanimously agreed that John Houlihan would continue, where appropriate, to represent the Section at meetings of the Manchester and North West Districts Branch Executive Committee.

It was also agreed that representation from the Section on the IOSH Health and Social Care Group be discussed at the earliest convenience between those newly elected principal district officers outside of the AGM.

7. Election of principal District Officers for 2017

The Chair began by expressing his gratitude to Peter Bohan, who has stepped down from his duties as Vice Chair, for all his work and support. Members unanimously agreed and wished him well for the future.

The Chair referred to the roles and responsibilities of key group officers and of the many other ways in which people can become involved and contribute to the activities of the Section.

Nominations for the positions of Chair, Vice Chair, Secretary and Communications Coordinator were unanimously elected unopposed.

Members agreed, due to no other nominations being received, that resilience arrangements would be shared and regularly reviewed, where appropriate, so as to afford members the opportunity of expanding their knowledge, skills and experience with the expectation that this would assist members with their own continuous professional development, whilst complimenting the Branch Plan.

8. Address delivered

No items of address were presented for discussion.

9. Any other business

No other items of business were presented for discussion.

10. Close

The Chair closed the AGM and thanked members for their continued support. This was extended to include those staff working at the venue.