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## Thames Valley Branch Executive Committee

Minutes of the 83rd Executive Committee meeting of the Thames Valley Branch held at Mapledurham Golf Club on Wednesday 14th February 2018

Members Present: Graham Parker, David Heath, Steve Pulling, Tyrone Partridge, Nathalie Muller, Tom Wilson, Tony Horsfall, Chris Stops. Graham Dandridge, Vince Butler.

1	Apologies for absence received from Zuzanna Lalanne, Rebecca Russell and Azeez Soaga.	
2	<p><b><u>Declaration of conflicts of interest</u></b></p> <p>A new agenda item for all branches committee meetings, so that any member can declare if any item to be discussed could be construed as giving them a commercial advantage. Could most likely apply to self employed consultants.</p> <p>Nothing to be discussed on the night was considered so to any member attending.</p>	
3	<p>Minutes of Wednesday 29th November 2017 These were checked and accepted as a true record.</p> <p>Matters arising:</p> <p><b>Twitter</b> is now set up to use as a branch. Graham volunteered to take responsibility for it.</p>	
4	<p><b><u>Financial update</u></b></p> <p>The treasurer reported that due to the large expense over Christmas the Branch was close to having insufficient funds to cover the cost. After contacting head office additional funds were made available.</p> <p>IOSH appear to be becoming cautious on release of funds, in spite of the budget being approved, to reduce the large 'float' that branches may hold. The trend appears to be towards paying via 'BACS' on submission of invoices, rather than payment via cheque. There are some situations where a cheque is preferred such as NFTS prize payment - cheque presented at the film awards ceremony. Steve wrote the cheque to the winners, for Chris to present on 28th February.</p>	

5	<p><b><u>Natalie's Items</u></b></p> <p>The next topic in the 'no time to lose' campaign will be asbestos. This will be launched in London on 9th April at the BMA Tavistock Square. A 10 minute presentation will be available for all branches to show at meetings.</p> <p>IOSH are looking again at mentoring. The scheme was stopped some years ago as a result of a couple of poor mentors. Steve was / is a mentor and is keen to continue. He had mentoring training with the Open University which he considered very good.</p> <p>Currently there is a process, via the volunteering portal and there are 137 mentors there, though they have not yet received formal training. There are no mentees yet.</p> <p>These mentors are available to give professional on - line mentoring to enable mentees to progress through the membership grades.</p> <p>The other type of mentoring is technical mentoring such as giving advice to branch members on all aspects of our professional roles. This is more likely to be on a one-to one basis, maybe face-to-face.</p> <p>However members of the committee, in discussion thought there could be liability issues is a local mentor gave bad advice - would they be vicariously liable if the advice resulted in an accident. If IOSH want to promote the use of mentors they need to provide training, guidance and terms of reference, so that mentors are not put at risk.</p> <p>Steve raised the question of showing how IPD should work - he can't access an IPD template. Could we find a branch member who has recently gone through their IPD and get them to share this at branch meetings ?</p>	Chair to ask if a member will share
6	<p><b>Christmas Social / January branch meeting feedback</b></p> <p>Tony had only positive feedback from the social at Phyllis Court. He announced he would be standing down from the Committee but is willing to liaise / negotiate with Phyllis Court if we wish to hold our 2018 Christmas event there.</p> <p>Tony agreed to give the raffle money ( ~£270) to Thrive. Tom suggested it might be possible to give the money and get gift aid from the taxman.</p> <p>Graham asked that we record our thanks and appreciation to Tony and Rebecca for all the hard work they put in over the years to make our Christmas event so enjoyable.</p>	Tony
7	<p><b><u>Joint Event</u></b></p> <p>Tyrone reported that the event was a great success. The speakers were excellent and it was well attended with good positive feedback</p>	

	<p>from delegates. One or two minor issues with the venue. (e-mail from Ben Pollard of IOSH events team as appendix)</p> <p>We will hopefully run another one later this year. Mindfulness / mental ill health is the current hot topic so that might be the theme. Will be developed further at our planning meeting in March.</p>	
8	<p><b><u>Future events - changes</u></b></p> <p>The March afternoon branch meeting was to be NTTL on asbestos but the launch is not until April. Graham will ask Charlie Cribbes if he is willing to give a talk on asbestos as he is an expert on the subject. If he can't there is 'Envirotech' who are specialist asbestos surveyors who may take the opportunity to talk to the Branch.</p> <p>The speaker at the AGM will be Bev Messenger, not Craig Foyle.</p> <p>The speaker planned for the May afternoon meeting cannot make it. David Knight has agreed to speak on COMAH and hazardous materials.</p>	
9	<p><b><u>Programme planning</u></b></p> <p>The subcommittee will meet at the Reading Hilton at 5.00pm after the afternoon branch meeting on 14th March. Group is Graham Parker, Steve Pulling, Tyrone Partridge, David Heath and Azeez. We will use the results of the branch survey as a basis to planning those topics the members have suggested.</p>	
10	<p><b><u>NFTS</u></b></p> <p>The screening of the films that were judged in November will take place in London on 26th February. The judges ( Chris, David, Andrew and Helen c) will attend. The award ceremony will be on 28th February, also in London. Chris will present the cheque. A press release is about to go out about it.</p> <p>We have yet to consider if we will run the competition again this year, or devote all our efforts to raising safety awareness with the students at BCA.</p>	
11	<p><b><u>Berkshire College of Agriculture</u></b></p> <p>Michael Harding has left and although there was due to be an internal 'Champions' meeting shortly after our last meeting, there appears to be no progress from the College. Steve agreed to contact Claire Conroy to see how the College wants to proceed. Graham Dandridge offered to help.</p> <p>It is proposed that students will be briefed for the start of the next academic year starting September 2018. They all have to do projects, as teams, and so this should work well - they will need to</p>	SP / GD

	<p>demonstrate to us how they consider Health, Safety and Environment in their projects. We will need to set the parameters for them.</p> <p>Apart from a financial reward for the successful students we should be able to give them certificates signed by Bev.</p>	Graham P
12	<p><b><u>AGM and elections</u></b></p> <p>All the Branch officials are due to re-election, should they wish.</p> <p>Graham and Tyrone are eligible stand for a further 2 years as Chair and Vice Chair. Treasurer and Secretary have to stand for re-election each year.</p> <p>Azeez has served 2 years and so must put himself forward for re-election for a second term of 2 years.</p> <p>Graham Dandridge has served 4 years as a committee member so must stand down. However we propose to co-opt him to help Steve with the BCA project.</p> <p>Chris has also agreed to be co-opted for another year.</p> <p>There are therefore at least 2 vacancies to be filled from the branch membership. A mailer message will be sent out shortly notifying members of the AGM and vacancies on the committee.</p> <p>Last year we held a draw for AGM attendees with the prize of 2 conference tickets. This benefit has been withdrawn and there will now be only 2 tickets, which will be for both the IOSH Conference AND the Networks conference which is the following day. These tickets will therefore be for 2 Committee members ( not David or Tom as they attended in 2017). Who goes to be decided post AGM.</p>	David
13	<p><b><u>Council meeting feedback</u></b></p> <p>Steve attended his first Council meeting recently. A lot of items were discussed, the change to the bylaws took a lot of time. This resulted from rejection of changes at the IOSH AGM. A Special General Meeting will be needed to ratify them.</p> <p>All projects will now run via a project management team to make sure timescales, budgets etc are kept on target.</p> <p>IOSH is spending more money than received from membership fees. At present the shortfall is made up from the training income. This will be split out in future. - Membership fee increase ??</p> <p>KPI's are being developed for Branches to run events etc.</p> <p>Of the 47,724 members, only 54% of those required are doing their CPD. The other 46 % will have until 2020 to comply, after which they will revoke to Affiliate and have to start again !!!!</p> <p>Council are taking a more proactive approach - we don't want to risk</p>	

	losing Chartered status.	
14	<b><u>IOSH Strategy - Work 2022</u></b> Graham has put together a document outlining how the branch meets the requirements of Enhance (E), Collaborate (C) and Influence (I) - accompanies the minutes as an excel spreadsheet.	
15	<b><u>AOB</u></b> Vince will be attending and presenting ( and influencing ) at a Institute of Directors breakfast seminar at Bleinheim Palace next month.  June 2018 visit. Graham agreed to follow up on a visit to Aston Martin at Gaydon.	GP
16	<b>Future committee meetings.</b>  25th April, 20th June, 26th September, 14th November  Coffee and Tea will be available from 18:15hrs at the Golf Club, with Dinner available from 18:30hrs	

## Action list

What	Who	When
Twitter launch	Graham P	
Sharing IPD experience - a branch volunteer ?	Chair	Branch meetings
Cash to Thrive (with gift aid ? )	Tony	
March asbestos talk - Charlie	Graham to ask	
AGM mailer for committee volunteers	David	ASAP
Contact BCA to move forward	Steve / Graham D	
IOSH certificates for BCA ?	Graham P	
Aston Martin visit	Graham P	

## Joint Branch Event Feedback

**From:** Ben Pollard [mailto:Ben.Pollard@iosh.com]

**Sent:** 06 December 2017 15:34

**To:** Nathalie Muller; Jane Holt; Burchell, Nick (Environment); 'Graham Parker'; Tyrone Partridge

**Subject:** RE: IOSH Event Basingstoke

Hi all,

Thank you very much for the kind comments, it is really appreciated and I am only happy to be able to help. As a committee, both Branches have been very

supportive and forthcoming with all of the information, so I really appreciate you all being so communicative throughout. It made mine and Nathalie's job a hell of a lot easier, and I think the content that came from your combined efforts produced a very well received and successful event.

With that said, I've had the feedback of the day compiled which I am attaching today for you. As we thought, this event has been really well received in terms of the content and all of our speakers scored really highly which is fantastic. In fact, the scores from each speaker have been better than most I have worked with which is brilliant. The programme content scored a massive 72% which is really very positive, and the overall event scored 71% which is brilliant.

There are some question marks over the venue, but again, I think having discussed this at the end of the event, we were expecting as such. I believe if we were to use the same place and move over to the marquee, that would solve a lot of the issues that people had from that aspect. The main issue was the size and layout for the presentation room which posed problems for people. Personally I think that the location, layout and catering was actually very good, but the rooms just weren't really big enough for that many people. I would suggest next year having the marquee for the presentations and then the main room for lunch and the exhibition just so that we've got that extra space and comfort for people.

All in all, a really great success and I think you will agree a strong basis for definitely doing more of these again! If you have any questions about any of the information at all, please let me know.

Thank you very much everyone and I hope you all have lovely festive celebrations over the next month. And more importantly, lots of presents from Mr Claus. ☺

Many thanks,

**Ben Pollard**