



DRAFT

FORTH AND TAY BRANCH

3rd Annual General Meeting 2019

**McDiarmid Park Perth
7.30 pm Thursday 18 April 2019**

Sederunt:

S Brown (chair), I Armstrong, J Bow, F Burke, A Cathro, M Campbell, I Clark, V Cutler, S Dunbar, A Fowler, A Geddes, M Kennedy, C King, I Leslie, G McGhee, G Neville, W Reiche, E Stobbie,

1. Welcome

S Brown welcomed everyone to the 3rd Annual General Meeting of the Forth and Tay Branch. He reminded the members of the emergency and administrative arrangements and asked that all present ensure they sign the Sederunt.

2. **Apologies** A number of apologies were received.

3. Minutes of the 2nd AGM on 19 April 2018

The Minutes were accepted as a true record of that meeting.

Proposed: F Burke Seconded: G McGhee,

4. Treasurers Report

S Brown discussed the treasurers report in A Peppers absence (appendix a) and covered the pertinent points. We remained within budget for 2018-2019 and there are no outstanding expenses to carry over to 2019-2020. The accounts were submitted to IOSH with all corresponding paperwork, but we are still waiting for their approval. Our Budget was approved for 2019-2020 and so we are able to carry on our activities for the coming year.

No questions following the Treasurer's report.

5. Chairpersons report for 2018/19 – S Brown

It has been my honour and privilege to be the Chair of IOSH Forth and Tay Branch and carry on the great progress achieved during Sandy Flower's chairmanship.

Our branch is well established and has a healthy membership (289). We have had a variety of interesting and informative speakers and all our meetings have been reasonably well attended. Before I summarise these meetings I would like to thank the committee for all their hard work and endeavours and you the branch members for supporting the branch.

Four branch members have achieved Chartered positions

Chartered Fellow

Alexander Fowler

Chartered Status.

The following Branch member have achieved chartered status:
Margaret Kennedy

Congratulations to them

Programme 2018-2019

April Meeting & AGM 2018

Dr Alan Curly UC – Mind Solutions

Alan discussed the wide variety of the therapy work carried out by the organisation in supporting individuals. This included issues related to smoking, drinking, weight loss and drugs, as well as, stress and pain management, motivation issues, phobias and sports psychology. He also discussed various aspects of mental health and gave some examples of good and bad practices.

September 2018

Dominic Scullion Anderson Strathern, Legal Update

Dominic provided the members with an in-depth insight into recent and up and coming law cases. He informed the group of various enforcement notice appeals, the implications with GDPR and occupational health and the trends now with sentencing for health and safety breaches.

November 2018

Gregor McGhee delivered a ten minute presentation of the IOSH 18 Conference

Ian Clark and Paul Barret of IED - Stress Management

Ian and Paul provided members with a very interesting and powerful presentation on Trauma Risk Management, 'The Ripple Effect'. They discussed the key factors of strong leadership, training and the importance of having a positive culture.

February 2019

Ruth Wilkinson IOSH Head Office on ISO 45001

Ruth informed the group of the shocking global statistics that instigated the need for a new international standard that will help organisations create a framework to improve employee safety, reduce workplace risks and create better, safer working conditions, all over the world. She explained the differences between ISO 45001 and the previous OHSAS 18001, in particular how it involves more worker participation, actions from senior managers and the need for continuous improvement. Ruth also emphasised the point of keeping the process simple.

Forth and Tay Branch representation at events

- IOSH WEST OF SCOTLAND AWARDS, April 2018
- PHASS HEALTH & WORK SUMMIT NOVEMBER 2018
- IOSH SCOTLAND CONFERENCE NOVEMBER 2018
- MAPP MEETING 2018/19
- CROSS PARTY SAFETY GROUP SCOTTISH PARLIAMENT 2018/19
- MEETINGS IOSH SCOTLAND, 2018-2019

AGM Nominations 2019-2020

6. Election of members to the Branch committee for 2019/20

Those who had expressed interest were:

Alexander Fowler, Stan Brown, Marion Campbell, Andrew Cathro, Gregor McGhee, Adrian Pepper.

There were no objections

7. Election of Principal Branch Officers for 2019/20

| | |
|----------------------------|------------------|
| Chair | Stan Brown |
| Vice Chair | Gregor McGhee |
| Secretary | Andrew Cathro |
| Treasurer | Adrian Pepper |
| Communications Coordinator | Marion Campbell |
| Committee Member | Alexander Fowler |

There were no objections

8. Any Other Business

A site visit to MVV will take place in June. Further details will be on our web site.

9. A Cathro LOcHER Project

A Cathro delivered a short presentation on the LOcHER project initiative. He explained how the LOcHER Project (Learning Occupational Health by Experiencing Risks) is a UK wide approach to teaching students about health and safety in an engaging and interactive way. This approach allows students to identify key health and safety risks in their own subject area, learn about them, showcase what they have created and then take that experience into the world of work. He showed examples of a variety of projects undertaken by students at Dundee & Angus College in particular the asbestos film created by the Princes Trust students which won the Lord Cullen Trophy for Innovation at the annual Safety Groups UK Awards in the House of Lords on 28 January 2019

Vicki Cutler discussing her role as an IOSH Consultancy Group Member.

V Cutler informed the group of her role as an independent Health & Safety Consultant working predominantly in the social housing sector. She described in detail the key attributes required, the importance of insurance, financial arrangements with accountants, IT requirements and how she developed her business through social media and word of mouth.

She also illustrated the importance of good practice and discussed cases where wrong advice was alleged to have been given. She finished her presentation by answering questions from the branch members.

A Fowler gave the vote of thanks and presented Vicki Cutler with a gift.

10. **Date of next meeting**

5 September 2019 Anderson Strathern 7 pm for 7.30pm

Income and Expenditure Account for the period ending 31 March 2019

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2018/2019

| | Currency | £ Sterling Conversion HO use only |
|--|-----------------|---|
| <u>INCOME</u> | | |
| Head Office Budget/Grant | 5,036.00 | |
| From Main Branch | 0.00 | |
| Sponsorship | 0.00 | |
| Partners | 0.00 | |
| Event Income | 0.00 | |
| <hr/> | | |
| <hr/> | | |
| GROSS INCOME TO DATE (a) | 5,036.00 | 0.00 |
| <u>EXPENDITURE</u> | | |
| To to Sub Branches | 0.00 | |
| Branch Meetings Room Hire/Catering | 1,628.85 | |
| Exec Committee Meeting Expenses | 1,341.64 | |
| Speakers | 364.00 | |
| Admin/Telephone | 0.00 | |
| CPD Support | 0.00 | |
| Project Costs | 0.00 | |
| Equipment Maintenance/upgrades | 0.00 | |
| Other | 0.00 | |
| <hr/> | | |
| Event Expenses | 0.00 | |
| <hr/> | | |
| <hr/> | | |
| TOTAL EXPENDITURE (b) | 3,334.49 | 0.00 |
| Opening Bank Balance at 01/04/18 | 0.00 | 0.00 |
| Add Surplus/less deficit for Year (a - b) | 1,701.51 | 0.00 |
| Closing Bank Balance at 31/03/19 | 1,701.51 | 0.00 |

REPORT following review

1. We have examined the books of accounts and records from which the final accounts were prepared and have obtained all the information and explanations that were necessary observations have/have not been
2. Subject to our observations we are satisfied that proper books of accounts have been kept and that the final accounts give a true and fair view of the results of transactions over the period and on the state of the Branch affairs as at the date of the Balance Sheet.

Treasurer (Signed) [Signature] Date 5/4/19 Membership No: 146311
 Reviewer (Signed) [Signature] Date 5/4/2019 Membership No: 024390
 Reviewer (Signed) [Signature] Date 5/4/2019 Membership No: 180178