



Members present:

David Abili, Harifaz Adnan, Oluwafemi Adebayo, Oluleye John Ajiboye, David Akinrogbe, Farzand Ali Kazmi, Angel Araquete, John Ashton, Mark Atkinson, Richard Baker-O'Neill, Eldaniz Bayramli, Jordie Bell, Paul Bensley, Jane Brown, Mary Charteris, Ian Clements, Duncan Cooper, Joao Corte Dos Santos, Gary Crisp, Mark Cummins, Leanne Du Toit, Paul Dabrera, Roy Dudlry, Paul Duggleby, Bob Farmer, Andrew French, James Flynn, Adrian Gledhill, Robert Granata, Joseph Hall, Michael Harding, Alan Haresnape, Richard Harris, David Heath, David Hearty, Oliver Heasley, Melanie Hill, Stuart Hooper, Grahame Jamieson, David Jenkins, Rebecca Jones, Phil Keeling, Rahid Khan, Maciej Kalikowski, Myra Kelly, Alan Laselles, Gemma Loftus, Christine Mapp, Laurence McCammick, Nick McMahon, David McCulloch, Euan McRobie, Paul Merrick, Dean Middlemore, James Minton, Abdul Azeem Mohammed, Rahul Mohandas, Dave Monen, Keith Moscrop, Agnieszka Moss, Margaret Murray, Sardar Najeerudeen, Jonathan New, Richard O'Neill, Danisile Nxumalo, Lee Oulton, James Owen, Irene Martin, Clare Parrish, Graham Parker, Shirley Parsons, Alan Poole, Joanne Price, Bernadette Prosser, Steve Pulling, Ratheesh Rajendra, Dominic Roarty, Dave Rogers, Will Rogers, Donna Royles, Colin Sainsbury, Andy Scott, Rajesh Kumar Singh, Grant Skinner, John Steed, Anoop Thomas, Michael Till, Yau Lok Tse, Marios Tsikkouris, Bosco Tsz Yan Chan, Steve Van Ryhn, Marco Zancanella,

Apologies: Tyrone Partridge.

Branch presentation

David Knight - Health, Safety and Wellbeing Manager Assurance Regulation and Governance at Thameswater gave a talk on the COMAH regulations. His slides are available on the Thames Valley Branch website under 'recent events'.

Questions to David

Q - In terms of the COMAH sites at Thames Water what keeps you up at night?

A - Unknown unknowns – what I don't know and when I haven't heard from the team.

Q – With the 2% rule What is the criteria that set the limits?

A - They are defined specifically from the Seveso directive

Q - How often would you recommend reviewing your inventory (of hazardous substances)?

A – in Thames annually as part of the performance process and also when there are changes – change management process.

Q - Give the case study re Chevron does the regulator perform mandatory audits on COMAH sites? Should they?

A – Yes - The hazardous operations directive are regulated and mandated to carry out checks.

Q - Often being a neighbour of a COMAH site, how much information must the COMAH site share?

A – Lower tier with the local authority. Higher tier sites must work more closely with the local authority. Also there is the good neighbour sharing principle too. There may also be national security issues too so some sensitive information may be withheld..

Previous Branch presentations are available at the Thames Valley branch website under 'recent events'
<https://iosh.com/membership/our-membership-network/our-branches/thames-valley-branch/>

Reply to: David Heath,

Branch Secretary Heath410@btinternet.com Tel: 01628 634523

Briefing Note of Council – October 2021

This briefing note is intended to assist Council members when communicating to the wider membership the decisions of Council and those decisions to which the principle of collective responsibility applies. This briefing note satisfies point 11(2) 2.1 and 2.2 of the revised Council Standing Orders.

Agenda item 3 – Minutes of the last meeting 1. (Resolution) That the minutes of the Extraordinary Council meeting held on 30 July 2021 be agreed as a true record of proceedings.

Agenda item 4 – Matters arising 1. Council was informed that all actions were complete, or appeared on the agenda for the meeting, except for matters relating to the 'Career Progression and Promotion of the Profession' item tabled by a council member at the last meeting. 2. That Council's recommendations contained within the 'Career Progression and Promotion of the Profession' paper had received proper consideration and response from the Performance and Development Committee and that any related actions be closed.

Agenda item 5 – Presidential Update 1. That the update delivered by the Chair of Council, as President, regarding activities of the Presidential Team be noted.

Agenda item 6 – Confirmation of Senior Officers 1. That the confirmation of Louise Hosking, as the incumbent President Elect to become President and James Quinn, as the incumbent President, to become Immediate Past President at the upcoming AGM be noted.

Agenda item 7 – Nomination of President Elect 1. (Resolution) That Lawrence Webb be nominated as President Elect for approval at the upcoming AGM.

Agenda Item 8 – Nomination of Vice Presidents 1. (Resolution) That Angela Abbs, Richard Bate and Joanne Price be nominated as Vice-Presidents, for terms of three years, three years and two years respectively, for approval at the upcoming AGM.

Agenda Item 9 – Casual Vacancies 1. (Resolution) That casual vacancies occurring at any point after the close of the meeting, and for the duration of the Council year 2021 – 2022, be filled by appointing the unsuccessful candidate (s) achieving the most votes at the 2021 election to Council in accordance with byelaw 15(6).

Agenda Item 11 – Nominations Committee 1. (Resolution) That recommendations of the Special Selection Panel, for reappointments to the Nominations Committee, be agreed as set out below: 1.1 That Stewart Crowe be reappointed as a member of the Nominations Committee for a further two years until October 2023. 1.2 That Lisa Fowlie be reappointed as a member of the Nominations Committee for a further two years until October 2023 2. (Resolution) That recommendations of the Special Selection Panel, for appointments to the Nominations Committee, be agreed as set out below: 2.1 That Matthew Jackson, David Porter, Steve George, Alan Haigh, Melissa Mark, Dominique Perrissin, Sherry White, and Laura Aucott be appointed as members of the Nominations Committee. [NB: Joanne Price was included in the recommendations of the Special Selection Panel set out in the report but was excepted from the vote having been successfully nominated as Vice President and therefore becoming ineligible to sit on Nominations Committee] 3. (Resolution) That a further recruitment and selection process be undertaken to find a Chair when the new committee has settled in.

Agenda Item 12 – Focus Groups Veteran's Focus Group: 1. (Resolution) That the recommendations of the Veterans Focus Group be presented to the relevant decision maker for consideration, as set out below: • That a monthly networking meeting be established • That a 'women in safety' mentoring partnership be established. • That an addition to the mentoring platform where people can identify as a member of the Armed Forces, or a Veteran be created. • That an Armed Forces and Veteran mentoring group, aimed towards progression and development, possibly a sub-division of the Armed Forces and Vets Steering Group, be established • That representation of IOSH commercial and Armed Forces at the BFRS (British Forces Resettlement Service) job fairs be agreed in order to pursue early engagement. • That quarterly (or bi-annual) webinars to offer signposting/ career pathways for those starting/ started resettlement be undertaken. [To include CV advice, qualification, benefits of membership of IOSH, mental health pitfalls etc] • that work with network and industry to provide work experience / placements during transition phase be undertaken. • That a targeted networking and communication strategy with associated collateral / materials in support of the community be maintained • That a discounting structure for membership for the first year of transition be created. • That a serving member of the Armed Forces, or a veteran (global) be represented at the IOSH Future Leaders Steering Group • That guidance on what/who qualifies as being an IOSH Future Leader be updated to reflect the various careers and industries joiners may come from; with the Armed Forces used as an example (amongst others). • That IOSH Future Leaders and the AF&V Group continue to work in collaboration, specifically in content creation and events and seek to run at least 4 events per annum on a joint basis. • that IOSH sign up to the Armed Forces Covenant to show our commitment to the recruitment of Service Leavers. • That a group, similar to the Future Leaders Group, which is one of action rather than research, be formed in order to deliver on the recommendations listed above. Mental Health Focus Group: 1. (Resolution) That a recommendation for the progression of a short-term project to scope the provision of a post incident/trauma service to other IOSH members be approved for further consideration by the relevant decision maker. 2. (Resolution) That a recommendation for the commissioning of a further report detailing the costs of packages to provide the provision and a willingness to pay survey be approved for further consideration by the relevant decision maker. 3. (Resolution) That the Mental Health Focus Group continue into the next Council year to support the

delivery of recommendations 1 and 2. [NB: the continuation of the group will be dependant on the agreement of the relevant decision maker to the recommendations in 1 and 2] Board of Trustees Accountability Focus Group – Subgroup 12(c)(i): 1. (Resolution) That the review of Board of Trustees effectiveness, as set out in point 2 of the report, be submitted to the Board of Trustees. [NB: Recommendations that a Holding to Account Standing Committee be established, and its activities agreed, were also set out in the paper received by Council. Both recommendations were withdrawn by the Chair of the Sub-group on the advice of the Head of Governance that the requests lay outside of Council's powers as set out in the Charter and Byelaws.

Assurance was received that the matter would be pursued to ensure that the two reports (Council review of Board effectiveness and Council review of its own effectiveness) would be produced as previously agreed by council]. Board of Trustees Accountability Focus Group – Sub-group 12(c)(ii): 1. (Resolution) That the report, as set out in paragraph 1.2 (Council report to AGM), be approved for inclusion as a resolution on the AGM agenda.

Agenda Item 14 – IBF Update 1. That the update from the IBF Trustees be noted. Agenda item 15 – Forward Plan review and update 1. That the Forward Plan update be noted and in particular that: 1.1 That the annual Election Review Report be added to the plan for consideration at the meeting held in April 2022. 1.2 That Council members had the opportunity to put forward items to be considered as part of the Forward Plan at any time.

Agenda item 19 – Council Assurance Report 1. That the Council Assurance Report of the Board of Trustees and delivered by the Chair of the Board, Dr Peter Bonfield, be noted.

Agenda item 20 – Council Standing Orders 1. (Resolution) That the Council Standing Order revisions as set out in Appendix 1 of the report be approved.

Agenda Item 21 – Past Presidents' Forum 1. (Resolution) That a recommendation for establishment of a Past Presidents' Forum, as set out in the paper, for further consideration by the relevant decision maker be rejected.