

PAPER AND BOARD INDUSTRY ADVISORY COMMITTEE (PABIAC)
Draft Unconfirmed Minutes of the 88th Meeting of PABIAC
Held on November 11th 2009 at Smurfitt Kappa SSK Paper Mill, Birmingham

PRESENT	FROM/APPOINTED BY
Terry Aston	HSE (Chair)
Andy Braund	CPI
Andy Godbold (deputising for Bob McLellan)	CPI
Anne Rayner	HSE (Minutes Secretary)
Bud Hudspith	Unite
David Symmers	RA (formerly IWPPA)
David Watts	Unite
Derek Simpson	Unite
George Dews	Unite
Graham King	HSE Secretary
Kevin Johnston	GMB
Kirsty Welsh	HSE
Martin Miller	CPI
Martin Oldman	CPI
Simon Weston	CPI
Roger Detoney	CPI
OBSERVERS IN ATTENDANCE	APOLOGIES
Andy Johnson	Bob McLellan
Julie Westcott	Andrew Wooler
	Stewart Begg
	Andrew Barnetson
	Peter Seggie

Summary of Agreed Actions

Item	Agreed Action	By Whom	By when
5.1	CPI progress report to be circulated with the meeting minutes.	Minutes Secretary	With the minutes
5.1.	HSE to consider its reporting protocol for reporting work in support of the strategic objectives and inform PABIAC	Chair	Next meeting
6.2	Partners to start work in implementing the new OH strategic objective and publish the objective on their websites etc.	All partners	ASAP
5.6 and 6.2	Strategy Group to meet to consider how PABIAC might further extend its influence to SMEs and how it might promote successful management of occupational health.	Strategy Group	January 2010

ITEM	DISCUSSED	ACTION TAKEN/AGREED	BY WHOM?	BY WHEN?
1	WELCOME & INTRODUCTIONS			
1.1	The Chair welcomed everyone and thanked Mr Weston and Smurfit Kappa SSK for hosting the meeting. He introduced, and welcomed to their first meeting of PABIAC, Andy Godbold of DS Smith Packaging, David Symmers of the Recycling Association and Kirsty Welsh of HSE. Ms Welsh will take over from Graham King as Secretary of PABIAC as Graham retires in March 2010.			
2	APOLOGIES FOR ABSENCE			
2.1	Apologies were received from:- Bob McLellan (CPI – DS Smith Packaging), Andrew Wooler (Observer – M-Real), Stewart Begg (CPI - SCA Hygiene Products Ltd), Andrew Barnetson (Observer – CPI) and Peter Seggie (Observer - CPI)			
4	MATTERS ARISING			
4.1	(min 6.1) Trade association sector committees to discuss and prepare proposals for occupational Health objectives.	This was dealt with at Item 6 on the Agenda Discharged		
4.2	(min 6.2) Secretary/Minutes Secretary to forward Ms Hackitt's letter to members	A copy of the letter was in the meeting packs Discharged		
4.2a	Mr Detoney welcomed the support for IAC's expressed in the letter. But he had issues with paragraph 4 regarding delivery plans being in line with HSE's goals as PABIAC's strategy might not be the same as HSE's. Mr King accepted Mr de Tony's concerns and said HSE did not wish to dictate to PABIAC but the current PABIAC strategic objectives did in fact dovetail well with HSE's new Strategy anyway.	Discharged		
4.3	(min 6.3) Mr Aston and Mr Cox to consider further Chairing of PABIAC.	Mr Cox affirmed the existing arrangement. Discharged		
5	MAKING DIFFERENCE 2008-2011. PROGRESS REPORT			
5.1	<p>Objective 1</p> <p>CPI - CPI's progress report had been circulated prior to the meeting indicating current accident statistics</p> <p>Mr Braund thought the intention had been that all the PABIAC partners would be making written report but there hadn't been a written report from HSE or the TU's.</p> <p>Mr King reported that the practice was for HSE to report specific work items undertaken by HSE in support of particular PABIAC objectives where this</p>	CPI report to be circulated again with the meeting minutes.		

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	<p>had not already been reported on by the partner who had benefitted from the HSE support i.e. where a report from HSE would add value. This meant that there would not be written reports from HSE at every PABIAC meeting.</p> <p>The Chair said he understood that delivery of the strategy was to be through the Trade Associations but that he would discuss with colleagues how HSE should report to PABIAC on its work in support of the strategy and would report the decision to the next meeting of PABIAC.</p>	<p>HSE to discuss its reporting protocol and report its decision to the next meeting of PABIAC.</p>	<p>Chair</p>	<p>Next meeting</p>
<p>5.1b</p>	<p>Unite Mr Hudspith said he had on previous occasions provided a written report from the TU side for the meetings and would be happy to do so again.</p> <p>He reported that Unite was working with the United States Steelworkers Union who had completed a survey of their members working in paper mills which would be circulated to Unite members and companies signed up to the PABIAC Pledge. The survey had been adapted for use by Unite among its members and would go out the following week.</p> <p>He outlined, and reported the launch of, the joint Unite/CPI "Say No-Say Yes" campaign.</p>			
<p>5.2a</p>	<p><u>Objective 2</u></p> <p>Mr Braund reported that of 27 CPI member companies who had signed pledges 14 responded so far saying they were using the management assessment tool and were all benchmarking their health and safety management performance.</p> <p>Mr King reported that Martin Millar, Andy Braund and himself had offered their services to companies who wanted help in facilitating the use of the CHASPI benchmarking index but no employers had taken up the offer so far. He reported that had been pleased to see that two large companies from the paper sector were on the index with their scores displayed on the CHASPI website. Mr Weston said Smurfit Kappa had decided to adopt the use of the index across all their European businesses.</p>			

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5.3	Objective 3 –Benchmarking H&S Climate See CPI progress report			
5.4	For objective 4 – Occupational Health (see agenda item 6) This was taken at Item 6 on the Agenda		-	-
5.5	Objective 5 – Placing and Securing Loads on Lorries			
	Mr Braund reported on the progress of the CPI's working group. See CPI progress report. TU's - Mr Hudspith said he had a strong interest in this subject as he had members who both drove and loaded and unloaded vehicles. He was involved nationally in the Road Distribution Action Group and raised the subject in all the sectors he was involved in.		-	-
5.6	All objectives Mr Detoney reported on discussions that he'd had with SMEs via the Sheet Plant Association and believed that there were opportunities to extend PABIACs influence to more SMEs and smaller companies. Mr Hudspith said that he was not against this provided PABIAC retains priority focus on its core constituency of employers operating workplaces with recognised trades unions.	Opportunities for extending PABIAC's influence to smaller employers while retaining primary focus on its core constituency to be discussed by Strategy Group.	Strategy Group	January 2010
6	Setting an Occupational Related Strategic Objective			
6.1	Discussion and agreement on OH Objective			
	Mr King presented a draft strategic objective on behalf of the strategy group and explained how it addressed the shortcomings identified by Nancy Hamilton, Principal Occupational Health Inspector, in the report she had presented to PABIAC at the last meeting. A number of points were raised. These included the following. Some people find the principles of managing safety straightforward but have difficulty with management of occupational health. If occupational ill health is regarded in terms of "slow accidents" it becomes easier to understand and the same essential principles for identifying, assessing and managing the risks apply. People weren't sufficiently engaged with occupational health – the problems Nancy Hamilton found regarding occupational health providers			

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	<p>were interesting – the proposed strategic objective was fine but made an assumption about existing ‘buy in’ and knowledge of employers.</p> <p>The latest occupational ill health statistics for the UK released recently by HSE show that occupational ill health is a priority area to be tackled and there are opportunities for making huge gains in terms of improving the lives of working people and there are good business reasons for tackling occupational health as a priority issue. We need to make employers understand that tackling occupational health action is a major beneficial action to pursue.</p> <p>PABIAC has struggled over a period of time to come up with an OH related objective and the draft objective prepared by the strategy group is the best one to hope for. Measuring successful achievement of the objective would likely have to be in terms of employers being “marked out of ten” rather than terms of an “achieved or not achieved” result.</p> <p>There should be some way to ‘fast track’ companies who already had a reasonable system in place.</p> <p>Many small businesses do not understand what occupational health is all about – Mr Symmers, for example, had raised the topic with his members many of whom hadn’t heard of it and didn’t really understand it.</p> <p>The problem with employers not knowing enough about occupational health led them to ‘buying in’ unsuitable packages from external OH providers.</p> <p>The Chair said there is an educational and resource issue for employers – but there needs to be a framework for issues to be addressed.</p> <p>The purchase of OH services from external providers is an important issue; occupational health providers often make the complaint that companies don’t know what they want in terms of an OH service.</p> <p>The Chair reported that there is a great deal of guidance and information available on OH and how to manage it and Ms Hamilton’s report homes in on the specific weakness to be tackled by employers in the paper industries and indicates what is needed.</p>			

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	<p>There will be examples of good practice in other sectors and there should be the opportunity for employers in the paper industry to benchmark themselves against employers who have well developed OH management systems in other areas of manufacturing.</p> <p>The Chair said that implementation of the strategic objective should be through all the sectors who will need to set objectives that are "SMART". Employers will also need smart action plans for dealing with this action.</p> <p>There was discussion about the priorities for tackling the three bullet points in the draft strategic objective. Many employers will see the third bullet point as the one to be tackled first. The Chair said that although the bullet points are set out in a logical order this does not imply a priority. It will be for individual sectors and employers to decide their own priorities.</p> <p>Actions agreed:</p> <ol style="list-style-type: none"> 1. The draft strategy was agreed with the date for achieving it being 31 March 2011 in line with the rest of the strategy. 2. The partners, through their three sector bodies, will set objectives and prepare action plans for implementing the strategy. 3. The Strategy Group will meet to consider how PABIAC might promote good management of OH but partners should not wait for the outcome of the Strategy Group's discussions before initiating the work needed to implement the strategic objective. 	<ol style="list-style-type: none"> 1. Strategic objective to be published on partner's websites. 2. Partners to draw up action plans and initiate implementation. 3. Strategy group to meet to discuss how PABIAC might promote good OH management. 	<p>HSE, CPI, Unite, GMB, IWPPA</p> <p>Strategy Group</p>	<p>ASAP</p> <p>January 2009</p>
7	Fix date and time of next meeting			
7.1	Next meeting to take place on Tuesday February 23 rd 2010 – venue to be announced.	Secretary to find a suitable venue and inform members.	Secretary	ASAP