

MINUTES OF THE HEALTH & SAFETY COMMITTEE

HELD ON 4th JULY 2017, IN WITNEY HEAD OFFICE

PRESENT: Marion Virgo (MV), Stephen King (SK), Sarah Wainwright (SW), Marie Kingsbury (MK), Gary Chiswell (GC) via telephone.

Action Log		
Date of Meeting	Action	Responsible

	Action
1. Welcome and Apologies MV welcomed everyone to the meeting. Due to lack of interest in 2016 and staff leavers, it was felt that the committee should be relaunched. This is the first meeting to discuss how we obtain better attendance and interest. Sarah Wainwright joined the meeting on behalf of Property Services. Gary Chiswell joined the meeting by telephone from Cornwall, Marie Kingsbury on behalf of Witney Office. Apologies from: Kate Elliot and Philippa Smith, Lucy Rowlett	
2. Minutes of previous meeting Minutes of the previous meeting were not discussed as this will be a new committee going forward.	
3. The future of the Health & Safety Committee In future incident reporting information will be provided to the committee members for the previous quarter. Discussions were made regarding new members of the committee and how we recruit them. GC suggested another representative from Cornwall possibly from Tolvean. SK agreed to write to Directors to establish a Housing Officer Rep, Area Manager Rep, 2 Reps from each Support area, and email Kevin re a Voice Rep Tracy McNamara has agreed to act on behalf of Dalston Lane, Sarah Wainwright has agreed to act on behalf of Customer Services and Property	MV SK

Services in Leicester. Current Terms of reference to be distributed It was suggested that a H&S Briefing Note is published on the Intranet and email out similar to the core briefing. The Briefing note to highlight key items discussed at the Committee meeting and what we want to achieve and as an awareness tool. SW said she would get a template for a H&S briefing. The draft manual was discussed and will be updated and reissued for consultation SW advised that Property Services was producing a manual for communication with residents. Including a digitalized copy re: Legionella, Asbestos etc Suggested SW speak with Customer Engagement A copy of the Meeting minutes from October 2016 will be distributed to all members for reference	MV SW MV SW MV
4. Date of Next Meeting Wednesday September 27th 2017 @ 10.00am, Meeting Room 1 Witney, Meeting Room 1 Leicester, Formal Meeting Room, Hackney, Telephone Conference	