

WWT Steering group meeting (by Skype) – 06/10/20

Action notes

1. Power point presentations to be forwarded to committee members and their deputies attending the meeting. Presentations:
 - (i) HSE update presented by Alastair Mitchell (AM)
 - (ii) HSE work related stress talking toolkit presented by Mark Ashby (MA)
 - (iii) HSE Strategic review of WWT – SWOT analysis template presented by AM

Action: AM (completed 06/10/20).
2. MA asked for feedback on the talking toolkit using the questionnaire provided within the HSE construction e-bulletin (circulated with the power point presentation).

Action: All committee members.
3. Committee members were asked for feedback on any events, webinars, on-line events etc. they had delivered since the previous steering group meeting in March. John Forsyth raised an issue re: Access Industry Forum (AIF) and the possibility of delivering a web-based event. Unfortunately, this event had not been delivered and the reasons were unknown.

Action: AM to follow up with AIF
4. Construction work taking place at prisons. An issue was raised by John Nicholson re: lack of information/control measures. It was agreed that clients such as prisons should be passing relevant information on to contractors in advance of the works so that arrangements could be made to manage risks.

Action: AM to follow up with HSE Sector team dealing with prisons.
5. Insurance: Current problems with resolving WWT insurance issues were discussed but a solution was not forthcoming during the meeting. Afterwards a proposal was put to AM by a committee member. This was an offer for a regional group to take on responsibility for organising insurance cover on a national basis. It was agreed that this should be put to the member's regional committee for their approval before advising the steering group. If agreed the proposal would allow the previous arrangements to continue i.e. the "volunteer" group would source and pay for national insurance cover and then invoice other regional groups so they could pay their share. It was noted that some regional groups prefer to source and pay for their own insurance cover.

Action: AM to inform committee members the outcome of this proposal (anticipated before the end of October).
6. IT issues: It was apparent that some committee members were experiencing difficulties in joining the skype meeting, whilst others were finding they could join but were unable to view the presentations. AM confirmed that HSE were intending to move over to MS Teams (replacing skype) in the near future which may improve the experience for everyone. Apologies to those members who experienced problems with Skype.

Action: AM to explore further options for on-line meetings

7. Frequency of SG meetings: - after the meeting had concluded a member suggested that in view of the current operational difficulties presented by the pandemic, the group should consider holding quarterly meetings rather than meeting every six months. The quarterly meeting could be short – e.g. for one hour. This would provide an opportunity for better collaborative working/sharing of knowledge and experience during these challenging times. Action: Committee members are invited to consider this proposal and inform AM of their views no later than 31/10/20.

8. Strategic Review of WWT: HSE are to carry out a strategic review of WWT. Members were asked if they will complete the SWOT analysis template contained within the SWOT power point presentation to help with the review. Members are encouraged to seek the views of their regional committees when completing the template. It might be helpful if members and their committees consider the following:

- (i) Where we are now, is this where we want to be?
- (ii) What works well, what works less well?
- (iii) What are the barriers to success?
- (iv) Does success require “evolution” (progressive change) or “revolution” (fundamental change), or do we simply carry on as we are?

Action: Committee members to forward completed SWOT analysis to AM no later than 31/12/20