



## **Minutes of 280<sup>th</sup> Branch AGM Meeting.**

**Venue:** Rivers Suite, Craiglockhart Campus, Napier University, Edinburgh EH14 1DJ,

**Date:** 11<sup>th</sup> May 2017 at 14:00.

### **Sederunt:**

|                |                |                 |               |              |
|----------------|----------------|-----------------|---------------|--------------|
| H Pearson      | R Balfry       | S Heesom (M)    | A McLeod (M)  | S McCann (M) |
| D Johnson (M)  | R Park (M)     | G Millar (M)    | D Miller (M)  | J Laing (M)  |
| P French (M)   | D Sinclair (M) | R Doyle (M)     | A Watson (M)  | S McCann (M) |
| R Russell (M)  | G Neville (M)  | J O'Donnell (M) | L Young (M)   | L McLeod (G) |
| V Stewart (M)  | S Meechan (M)  | S Crawford (M)  | J Waddell (M) | L Murray (M) |
| E Bertram (M)  | C Foyle (M)    | K O'Donnell (M) | P Brown (M)   | C Auge (M)   |
| D Johnston (M) | D Collin (G)   |                 |               |              |

**Total:** 32                      30 Members                      2 Guests

### **Apologies:**

J Lamb, J Skilling

### **Chair:**

Helen opened the meeting, and explained where the fire exits were and reminded the audience to switch off their mobiles and print their names on the sederunt. She also asked if there were any new members or guests. Helen also reminded members to remember to complete their CPD, and to make sure they had parked in 'Car Park A' or for today only 'Car Park C' so as not to receive a parking fine.

## **4 Minutes of previous meetings**

Minutes of the meeting and previous meetings can be found at: <https://www.iosh.co.uk/Membership/Our-membership-network/Our-Branches/Edinburgh-branch/Branch-minutes.aspx>

### **AGM Meeting 268 – 19<sup>th</sup> May 16**

The Chair asked if anything was unclear or if further information was needed. With no further matters arising, the accuracy of Minutes was proposed by Liz Young and seconded by Rupert Balfry.

## **5 External Events:**

### **2.1 NEBOSH Health and Safety Training**

- Edinburgh College - NEBOSH Diploma Enhanced Distance Learning
- Voluntary Workshops:
  - 19 May 2017;
  - Revision Workshop - 16 August 2017.

[www.edinburghcollege.ac.uk](http://www.edinburghcollege.ac.uk)



### 2.2 Scottish launch of 'LoCHER' (*Learning Occupational Health by Experiencing Risks*)

- **Monday, 8th May 2017, 12:00,**
- Dundee & Angus College, Lecturer Theatre, Kingsway Campus, Old Glamis Road, Dundee DD3 8LE,

If you or any other staff would like to attend please contact the People Team at [peopleteam@dundeeandangus.ac.uk](mailto:peopleteam@dundeeandangus.ac.uk) or phone on 0382 834838 by 26<sup>th</sup> May,

### 2.3 EUOSHA / RoSPA: 'Healthy Workplaces For All Ages: Young Workers' Workshop',

- 15<sup>th</sup> June 2017
- Glasgow Caledonian University

Spaces are limited, so reserve your place now - please email [creid@rospa.com](mailto:creid@rospa.com) by Friday 12<sup>th</sup> May. If you require any further information, please contact RoSPA on 0131 449 9378

## 3 Members Items

3.1 **Two short film clips;** by Dave Sinclair, re two BT incidents, taken from CCTV Footage, and is offered as an alternative method of conducting investigations and communicating the findings.

### 3.2 **Site Visit: 8<sup>th</sup> June 2017, afternoon, time TBC**

Diageo Cambus Cooperage  
15 places available  
Please book via website.

3.2 All reminded to review the IOSH 5 year strategy on the Web site

<http://www.iosh.co.uk/News/New-five-year-vision-for-safer-and-healthier-world-of-work.aspx>

3.3 All reminded that the IOSH Annual Conference is on the 20<sup>th</sup> and 21<sup>st</sup> November in Birmingham, details on the web site.

<http://www.ioshconference.com/>

### 3.4 **From the floor? (This is your opportunity to share problems & ideas with your peers)**

No Items Raised.

## 4 AGM Business:

### 4.1 **Chairs Report;** By Helen Pearson (outgoing Chair).

- New Venue – 2 years on – settled in
- Evening meetings – 3 last year and 3 this year – continue to be successful
- We have had a wide and varied programme over last 12 months.



## EDINBURGH BRANCH

[http://www.iosh.co.uk/branches/edinburgh\\_home\\_page.aspx](http://www.iosh.co.uk/branches/edinburgh_home_page.aspx)

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- **8<sup>th</sup> Sept: Interview under Caution;** Pinsent Mason LLP.
- **13<sup>th</sup> Oct: Safety Leadership;** Chiara Amati, Principal Occupational Psychologist from the Keil Centre
- **10<sup>th</sup> Nov: Health & Wellbeing - Ageing Workforce;** Dr Nathan Langsly, Consultant Psychiatrist, Insight Psychiatry.
- **\*\* 22<sup>nd</sup> Nov Evening Meeting\*\***
- **IOSH No Time to Lose Campaign – Silica:** IOSH/ BOHS joint presentation.
- **November - Roger Midson Trophy –** 10 pin bowling
- **8<sup>th</sup> Dec: Buffet; Quiz; and Transferrable Skills – Speaking in Public:** Jane Cameron, Associate Trainer, Speakers Trust

### 2017

- **12<sup>th</sup> Jan: Health & Wellbeing – Alcoholism 7 Drugs:** Professor Jonathan Chick, Professor in Psychiatry, Insight Psychiatry.
- **\*\* 22<sup>nd</sup> Feb Evening Meeting\*\***
- **Safety Critical Task Analysis:** Colin Munro – Freelance Consultant Ergonomist/Physiotherapist.
- **9<sup>th</sup> March: ISO 45001 and its implications -** Richard Jones – Head of Policy & Public Affairs - IOSH
- **23<sup>rd</sup> March - Joint event with Offshore Group:** *watch website for details*
- **13<sup>th</sup> Apr: Legal Update:** Pinsent Mason LLP.
- **\*\* 25<sup>th</sup> Apr Evening Meeting\*\***
- **CDM 2015 Impacts:** Designers & Principal Designers - Stephen McCann, Consultant, Perses Safety. CDM 2015 and the Domestic Clients. Gary Marshal of Kirk & Marsh Ltd.

### TODAY

- **11<sup>th</sup> May: 10:00 – 12:00- IPD/CPD followed by:**
- **11<sup>th</sup> May: Buffet, AGM and IOSH Updates/ Competency Standards,** Craig Foyle, IOSH President Elect
- **8<sup>th</sup> June: Site Visit Diageo Cooperage**  
Book via website.

- Look out for new programme dropping through your letterbox over the summer and check the Branch website.

#### 4.2 Treasurers Report; by Rupert Balfry (Outgoing Treasurer).

Rupert recommended keeping Barbara Johnson and Ian Murray as the Branch account reviewers.

1. it was Rupert's 5<sup>th</sup> full year as Edinburgh Branch treasurer.
2. There was a slight shortfall in 2016/17 though this is not reflected in the bank statements. Three factors led to this:



1. Although I stood up here and claimed that we had been awarded all the money we asked for the year 2016/17 this turned out not to be the case. This did not become apparent until I asked to draw down a further chunk of our allocated budget mid-way through the year and the conversation got around to what was left. Whereas I was expecting the branch to have ~17k for the year, due to our not having all our budget in certain areas approved we ended up with ~12k.

For some reason we were never informed of this though when it was discovered we were under the assumption the branch had more to draw on than was actually the case we were informally told that any shortfall would be covered. I am now wise to this and ask very directly how much money has been approved and if there have been any deductions we should now about. There still does not seem to be a formal system for informing branches what budget they have actually been allocated.

2. The F&T district application to become a branch was approved in 2016/17 and led to significant unexpected expenditure to provide them with trappings of branch-hood and a launch meeting to celebrate the occasion. During this period Edinburgh Branch was still covering F&Ts bills and, as none of this expenditure was expected way back when the F&T and EB 2016/17 budgets were calculated, this caused a bit of a hole in the accounts though in the fullness of time this will be covered by networks via payments to F&T.

3. So why is this not reflected in the accounts. Our venues are sometimes a little restrained in submitting their invoices and as the books closed we had not received invoices for payments due for our meetings on the 22 Feb, 9 Mar, 23 Mar which amounted to just over £2k for room hire and catering. Consequently this will need to be paid from the 2017/18 budget which may lead to an actual bank balance short fall to the end of this financial year. I have alerted Networks finance about this and we have agreed that we will review things at the half year point and make whatever adjustments are necessary to make sure we do not run out of money towards the end of the year. This may require us to request additional funds but I am informed that for the amounts we are discussing 2-3k this will not be a problem.

4. In summary; a slightly complicated year mostly because of the unexpected F&T expenditure and the separation of the F&T and Edinburgh Branch finances but I am happy to be able to announce that the separation process is now complete with F&T ably managing their own budgeting and payments. This will greatly simplify the branch accounts going forward which will make the job of Treasurer that much easier for whoever takes over from me.

5. Summary of accounts. (Appendix 1) invitation to ask questions at end, afterwards inspect accounts and ask questions

6. Inspect the accounts at any branch meeting. Notice.

7. Full accounts are inspected by reviewers (Barbara Johnston, Iain Murray). Thanks to reviewers. Due to our collective commitments we have not been able to review the accounts together since the year end but we have a meeting planned in a couple of weeks. A draft copy of our year end accounts have been sent to HQ pending this meeting. This has in fact happened in previous years but as the time between year-end and submission deadline is pretty narrow.



## Looking Forward

1. Branch continues to get good value for money from its suppliers (Napier).
2. This year I can categorically state that the branch has been awarded funds in line with budget request – I double checked this. This will provide us with sufficient funds to provide members with the good programme the committee have organised for 2017/18.

### 4.3 **Congratulations** were offered for the new Chartered Members and Chartered Fellows Awarded in 2016-17:

|                          |                            |                          |                         |                         |
|--------------------------|----------------------------|--------------------------|-------------------------|-------------------------|
| Steven Boucher<br>CFIOSH | Paul French<br>CMIOSH      | Julia Johnston<br>CMIOSH | Murray Provan<br>CMIOSH | Scott Meechan<br>CMIOSH |
| Ritchie McCrae<br>CMIOSH | William Williams<br>CMIOSH | Clare Casciani<br>CMIOSH | John Jaglarz<br>CMIOSH  | Robert Ovens<br>CMIOSH  |

### 4.4 **Elections:**

The following elections were made and with no other nominations all positions were duly accepted:

- Chair - Rupert Balfry
- Vice Chair - Helen Pearson
- Secretary - Simon Heesom
- Treasurer - David Johnston
- Mentor - Liz Young
- Assistant Mentor - Karen McDonnell

The following members remain on the committee but don't require re-election:

- Minutes Secretary - Stephen McCann
- Meeting Secretary - Mick Grimmer
- Media Liaison - Scott Crawford
- Exec Member - Rachel Doyle

Seconded to the committee

- Comms Coordinator - Ali McLeod



**6 Date of next meetings:**

**14<sup>th</sup> September at 14:00.**

<https://www.iosh.co.uk/IOSH/Home/Events/Event%20details.aspx?Name=Inspire%20change%20within%20health%20and%20safety%20using%20drama,%20storytelling%20and%20film&Id={5080AF75-CDEA-4DC7-8C54-0C419BB0082F}&ItemType=VolunteerEvent&ReturnURL=%2fEvents.aspx%3ftype%3dBranch%2bmeeting%252cBranch%2bnetworking%252cCorporate%2bEvent%252cGroup%2bSeminar%252cNetworking%252cPD%2bCourses%252cBranch%2bseminar%252cConference%252cDevelopment%2bcourse%252cGroup%2bnetworking%252cNon-IOSH%2bevents%252cOnline%2bevents%26datefrom%3d01%252f09%252f2017%26dateto%3d30%252f09%252f2017%26filter%3ddate%26pagesize%3d10%26currentPage%3d2>

Rupert Balfry Grad IOSH  
Branch Chair

Simon Heesom CMIOSH  
Branch Secretary