



15<sup>th</sup> Feb 2016

Dear Group Member

**LONDON HEALTH & SAFETY GROUP – ANNUAL GENERAL MEETING**

Our Annual General Meeting is being held on Monday 18<sup>th</sup> April and I am sending this notification to you to ensure that you receive at least 21 days notice; as required by the Constitution.

The AGM will commence at 2pm. To celebrate our 75<sup>th</sup> Anniversary we will be providing a light lunch from 1pm. The venue is the Walbrook Wharf, 79-83 Upper Thames Street, London, EC4R 3TD. The nearest underground is Cannon Street (District & Circle and BR). Other underground connections are Bank (on the Waterloo & City Line, Northern & DLR) and Mansion House (District & Circle).

The Agenda for the AGM is attached. In addition, there is a copy of the AGM Minutes for 2015 for approval at the meeting.

The Agenda gives details of those members who have already been nominated for election to the Executive Committee. However, additional nominations are welcomed at anytime up to 14 days before the AGM. The attached Nomination Form is to be used should you wish to become a candidate for election to the Executive Committee.

I would like to take this opportunity to remind corporate members that if they have more than one planned attendee for the AGM that they will need to confirm which one has been appointed to vote on their behalf. Only current members are eligible to vote.

Directly after the formalities of the AGM, the majority of the meeting will be devoted to a legislative update presented by Kizzy Augustin, criminal regulatory lawyer at Pinsent Masons

I look forward to welcoming you,

Yours sincerely,

*Lisa Hayes*

Chair



The 75<sup>th</sup> Annual General Meeting  
Walbrook Wharf, 79-83 Upper Thames Street, London  
Monday 18<sup>th</sup> April at 2.00pm

#### Agenda

1. Apologies for absence.
2. Welcome to New Members and Visitors.
3. Minutes of AGM held on Monday 13<sup>th</sup> April 2015
4. Matters arising from those Minutes.
5. Essential Correspondence and Announcements.
6. Treasurer's Report and Annual Accounts for 2015-2016.
7. Chairman's Annual Report.
8. Safety Groups UK Annual Report.
9. Election of the President.

The Nomination is for Lord Brougham and Vaux CBE.

#### 10. The Nominations are:

##### **Election of the Executive Committee.**

Chair	Lisa Hayes	Deputy Chair	John Bartlett
Treasurer	Melanie Box	Deputy Treasurer	Fareed Fetto
Secretary	Michael J W Morgan	Membership Co-ord	Belinda Simpson
Webmaster	Tracey Ayton Harding	Program Co-ord	Sara Spence
Venue Liaison	Alyson Evans		

##### **Committee members**

Liz Ferrier	Abi Piper	Kizzy Augustin	Oliver Sanandres
Nicki Worley	Gary Jardin		

11. Any Other Business.
12. Presentation by the Kizzy Augustin – Legislative Update
13. Vote of thanks by the Chairman to the Speaker.



## Draft minutes of the 74th Annual General Meeting Monday 13th April 2015 at the City of London

### Attendees

**Members and guests:** Lisa Hayes, John Bartlett, Michael Morgan, Roger Hinds, Marion Murphy, Garry Saunders, Fareed Fetto, Liz Ferrier, Melanie Box, Belinda Simpson, Alan Ssesanga, Ashley Pugh, Andrew Lawson, Jon O'Neill, G Diavid, Sara Spence, Gerry Irvine, Joan Manning, Nicholas Batten, Gary Jardine, Martin Gowing, Sarah Mallen, James Hiom-Erith, GB Cown, Stephen Hughes, Claire Ferdinando, David Lambert, Doug Eckford, Ljubinka Taslaman, Martin Gray, Melanie Farrow, Sarah Byrne, Stephen King, Tracey Harding, Alison Evans, David Lucas, Shila Agnew, Samson Shadare, Graham Watson, FT Silase, Sarah Cozeis, Dick Peak, John Green, John McKay, Bill Morris, Geoffrey Joyce, Martin Evans, Alan Russell.

### Visitors

Chris Tilley (speaker) HSE.

- 1. Apologies for absence**  
Lord Brougham and Vaux.

- 2. Welcome to New Members and Visitors**  
The Chair, Lisa Hayes, welcomed members and visitors to the AGM. She invited any new members and visitors to stand and introduce themselves; they are shown in the list above.

- 3. Minutes of the 73rd AGM held on the 14<sup>th</sup> April 2014.**  
These were agreed by the Members present.

- 4. Matters arising from those minutes**  
There were none.

- 5. Essential Correspondence and Announcements.**  
The Chair reminded members of the planned Gordon Hicks Day on the 15<sup>th</sup> May 2015 on Sensible Risk Management. Those planning to attend were requested to finalise their bookings for this by the end of the week.

The attention of attendees was drawn to HSE's recently issued reminder with regard to asbestos



awareness training:

'Information instruction and training on asbestos awareness is merely intended to help workers **avoid** carrying out work that will disturb asbestos. There is no legal requirement to repeat an entire formal awareness refresher training course every 12 months. However some form of refresher should be given, as necessary, to help ensure knowledge of asbestos awareness is maintained.' <http://www.hse.gov.uk/asbestos/training.htm>

## 6. Treasurer's Report and Presentation of Accounts for 2014-2015

Melanie Box, Treasurer, presented the accounts, copies of which had been circulated. The Income and Expenditure Account had resulted in a surplus for the year of £3078.17 for the year ending 28<sup>th</sup> February 2014. Members signified their approval of this report.

## 7. Chair's Annual Report

The Chair's report from Lisa Hayes has been included in full:

'This was another successful year for the London Health and Safety Group with regard to our activities, fortunately due to the ongoing support of The City of London Corporation we have not had to dip into our reserves and have been able to keep our membership fees static.

Over the past year we have moved forward in many areas, including:

- The launch of our redesigned website
- The introduction of a pay by the meeting option of attendance
- Winning an Alan Butler Gold Award at the SGUK awards ceremony

None of this is achievable without the many hours given by the elected committee who give their time selflessly, working together to support the group and its aims. Volunteers don't necessarily have the time, but they have the heart.

As we reach the end of our year it is time to say goodbye and a huge thank to three special people that have supported the group for many years. Roger Lummis, our treasurer for many years has resigned from the committee, as has Elaine Tym, our previous chair and treasurer amongst other roles. Their tireless work that has often gone on behind the scenes has helped to shape the group into the award winning formula we now have.

Our additional goodbye goes to a committee member that too many has become one of the



main faces of the group and whilst we are sure that we will still see Abi in a social setting she is taking a sabbatical from committee duties.

The 40<sup>th</sup> Anniversary of the introduction of the HSAWA was a good time to reflect on how we have moved forward. In the past we have concentrated on providing technical advice on specific issues, in more recent years we have taken on a more holistic approach and included more support on the softer skills required to win hearts and minds in our common goal to improve safety across our various workplaces. We will continue to provide our members with the support on both the legal requirements as well as the persuasive techniques to assist in proving safety is good business.

We recognise the dedication of our guest speakers in helping us to manage the services we provide both to individuals and to organisations. We are fortunate that our speakers volunteer their services to support the group. By having a supportive membership we can attract high calibre speakers and by having the right speakers we attract the members so without you all we wouldn't be able to continue to grow. So thank you all for your support.

Next year will be the 75<sup>th</sup> anniversary of the group and we intend to mark this event in a style that our founders would have appreciated so get ready to watch this space!

Gifts for the valued Committee Members resigning from the Group were organised by Marion Murphy

#### **8. Safety Groups UK Annual Report**

Marion Murphy, the SGUK LHSG representative gave a brief summary of SGUK items useful to members over the past year.

#### **9. Election of President of the London Health and Safety Group**

Our existing President Lord Brougham & Vaux was proposed by David Lambert for re-election, seconded by John O'Neill and unanimously agreed by Members.

#### **10. Election of Honorary Members**

There were none.

#### **11. Election of the Executive Committee**

The Chair referred to the nominations for Chair, Deputy, Secretary and Treasurer listed on the Agenda and asked for a proposer. This was proposed by Garry Saunders, seconded by Jon O'Neill



and all agreed.

The Chair referred to the nominations for Committee Members and asked a proposer. This was proposed by Stephen Hughes and seconded by David Lambert and all agreed.

**The new Committee:** Lisa Hayes (Chair), John Bartlett (Deputy Chair), Michael J W Morgan (Secretary), Melanie Box (Treasurer), Fared Fetto (Deputy Treasurer), Belinda Simpson, Marion Murphy, Roger Hinds, Liz Ferrier, Tracey Harding, Sara Spence (Committee Members), Kizzy Augustin and Oliver Sanandres (Co-opted Members).

#### 12. Any Other Business

There was none.

#### 13. Presentation by a principal inspector from HSE on 'CDM 2015'

Chris Tilley, Head of the HSE Field Operations Directorate gave a presentation covering the revised The Construction (Design and Management) Regulations 2015 (CDM 2015). These came into force on 6th April 2015, replacing CDM 2007.

#### 14. Vote of thanks by the Chair to the Speaker.

The Chair, Lisa Hayes, thanked Chris for his presentation on behalf of the group.

DRAFT