

**Minutes of Meeting**  
**North East of England & Cumbria Branch**  
**Friday 1<sup>st</sup> February 2019 15:00 – 16.45**  
**Ramside Hall Hotel, Durham**

Attendees	Position
Glenn Ridsdale	Chair
Andy Grant	Vice-Chair
Asgeir Nilsen	Secretary
Barry Cooper	Treasurer
Derek Dixon	Membership Advisor
Apologies	
Daniel Short	Committee Member

ITEM	MEETING MINUTES	ACTION BY	DUE DATE
1	The Chair opened the meeting.	Information	
2	GR went through the Minutes of the Meeting dated 29 <sup>th</sup> November 2018, which were approved, subject to minor amendments.	Information	
AGENDA & ACTIONS		ACTION BY	STATUS
3.2	For all visits need a 1-2 page slide/presentation to provide a summary etc. AG to perform in future.	AG	Ongoing
3.3	At December meeting DD to have the full list of members for them to sign on and put on emails Design forename, surname, member/non-member, & company & job role; DD to create and maintain a spreadsheet of attendees	DD	Ongoing
3.4	Dalton Cumbrian Facility Visit ➤ Refer to 5.0 below	Completed	Completed
3.5	December Meeting ➤ Refer to 6.0 below	Completed	Completed
3.6	➤ Refer to 6.0 below	Completed	Completed
	AG to create a marking scheme for the awards; AG to ask IIRSM for their marking scheme/Northern Gas example	AG	28.02.19



	<p>Conference</p> <ul style="list-style-type: none"> <li>➤ Refer to 8.0 below</li> </ul>	Completed	
3.7	<p>Sponsors/Suppliers etc.</p> <ul style="list-style-type: none"> <li>➤ AG – lone worker, telematics</li> <li>➤ BC – approach suppliers</li> <li>➤ AN – vibration &amp; IT suppliers</li> </ul> <p>Discussions re. cost of charging sponsors for conference. Agreed £200 each. Limit to 10 companies. Free entrance to conference for x2 persons. 2m x 2m size of area tbc. GR to speak with Yarm to confirm size/availability i.e. nos. for floorspace etc. (see actions below)</p>	GR	28.02.19
	<p>Agreed that Synergy &amp; Gauged to sponsor the Awards. Suitable logos/awards to be identified and engraved and advise on costs</p>	BC	28.02.19
	<p>Need a title for the conference; all to suggest in the document sent to AN</p>	Completed	
4.0	<p><b>Membership</b> DD presented a graph on representation of membership based on new information from IIRSM</p> <ul style="list-style-type: none"> <li>➤ Most are EHS roles</li> <li>➤ Senior roles/Directors</li> <li>➤ Difficult to identify if self-employed i.e. Directors etc. of own businesses (consultants)</li> <li>➤ Other segment is hard to identify their roles</li> </ul> <p>GR suggested put on signing in sheet the name of their company etc. Useful because it helps in identifying target audience &amp; helps the speakers identify how to present/level of audience. At Conference would be useful opener about how represented etc. Facilities/Engineer/Maintenance &amp; Service. 20 persons in the other roles.</p>	Completed	
	<p>BC to elaborate and present on ppt. for the opening presentation for Conference. Can split into post codes &amp; job roles. To review in March ahead of Conference</p>	BC	28.02.19
	<p>Use of contact details would be used only as a follow-up from meetings and/or ask if they attending for those who are running late etc.;</p> <p>AN to ask IIRSM re. GDPR rules for retaining information etc. of members (see ref to Action 3.3) or if there could be a remote login for BC to record the members' details</p>	Completed	
5.0	<p><b>Dalton Visit (cross reference 3.4)</b> 18 registered, 5 Committee Members, 2 IIRSM = 25 confirmed.</p>	Completed	



	Several others have indicated that they may still attend. AG unable to attend so now 24. AN to monitor numbers and advise Dalton		
	BC to do a short presentation at end of presentation for the students re. soft skills wanted in workplace. AN to resend draft Agenda; new Agenda to be sent across to AN/GR a few days ahead of visit	Completed	
	GR thanked AG for the Awards Notices. Confirmed can be sent out at relevant time. Flyer for the Awards and information to be added to the conference by AG	Completed	
7.0	<b>Danny Short</b> GR to suggest Communications Officer as role for DS	GR	28.02.19
	DS to speak with IIRSM and obtain LinkedIn page/authority	DS	28.02.19
	<b>Conference</b> Confirmed 08.04.19 as the date for the conference.  GR thanked DD for the survey and feedback which confirmed that sufficient persons to go ahead, with additional interest from non-IIRSM members.  GR confirmed that Yarm School has agreed cancellation 7 days pre-course I event of not viable i.e. insufficient persons booked on the conference.  £1000 cost of the school which includes meet/greet; have to go through area for trade stands to access seating area in auditorium; power/sound/IT & lighting support/technician so very professional; car parking is good	Information	
8.0	Teas/coffees not included within the cost; can decide closer to time as to requirements etc. for buffet plus teas/coffees GR to obtain costs & identify a) What time can committee attend on day? b) Date/time for meeting there (to coincide with next Committee meeting – last week in Feb 2019)? c) Do they have a Risk Assessment for the venue/management of the day? d) Do Yarm School require any risk assessments etc. from the sponsors/table holders etc.? e) Does the school have suitable music for awards & a roving microphone	GR	28.02.19
	Suggested Programme/Timings 0930 for 1000 start (teas/coffees) 1000 introduction	Information	



	<p>1015 Duncan Aspin – Volkers Stevin (safety ripple effect)          1055 Glenn Evans, Arcadia – risk management (non-health &amp; safety)          1135 Sonni Gopal – Digital Media for Risk Management (ex Shell/BP)          1215 Lunch break          1315 Rob Smedley – Formula 1 Risk Management          1415 David Atkinson – Sony Movies Risk Management          1515 Teas &amp; Coffees          1530 Round Table – hosted by Sonni Gopal          1600 Awards          1630 End of Conference</p> <p>Also have backup presentations from GR &amp; AG in event persons unable to attend</p>		
	AG to produce itinerary of the speakers for the day	AG	15.02.19
	<p>Awards          GR to introduce Award; another member of the Committee to read out Nominees, brief information on application &amp; then read out the winner from envelop etc.          Decision on winners to be decided by AG/DD/BC.          Award adjudicators to be independent and, in event of any conflict, additional/other judges to be identified.          DS to take photographs of award winners/presentation</p>	All Committee	28.02.19
	GR to formally invite IIRSM to attend	GR	07.02.19
	GR to obtain additional photos/titles of presentations and submit to AG & BC	GR	05.02.19
	BC to update flyer and send to IIRSM for flyer to be sent out on 08.02.19	BC	07.02.19
	All Committee to send flyer to their contacts as soon as flyer released and add to LinkedIn pages	All	07.02.19
10.	Date for next Committee Meeting TBC, to be organised at Yarm School, if possible	Information	