

Minutes of the Annual General Meeting of the

Fife Chamber of Safety

Held on 26th September 2006 at

**Dunfermline Building Society, Caledonia House,
Carnegie Avenue, Dunfermline, KY11 8PJ**

1. Present

Alan Harwood	FMC Technology
Cathy Welch	Fife Council
David Birrell	Fife Council
John Johnston	FMC Technology
Brian Ingram	Phoenix Safety
David Cant	Lauder College
Andy Martin	Fife H&S Consultants
Sally Eddington	ADM Milling Chancelot
John Walker	BHOGP
William McLaughlin	MTC
Erik Priessman	Aquarius Training Ltd
Mark Russell	Dunfermline Building Society

2 Chairman's Opening Remarks

AH opened the AGM by welcoming all to the first meeting of the 2006/2007 session. He discussed the recent changes that have been made by the Executive Committee as a result of the internet vote concerning the venue and day on which the panel meets.

The venue change was driven mainly by financial reasons, we can no longer afford to pay for the hotel venue in Dysart, our subscriptions do not cover our outgoings. The change in weekday from a Tuesday to a Monday was driven by the attrition in attendance caused by the Champions League Football.

AH reported on the recent Executive Committee meeting at which the following items were discussed;

Awards – it was decided that our existing awards system was not working, two of the trophies in this years competition were not awarded. The dynamics of the panel membership has changed with less in-house H&S professionals and more H&S Consultants and Training Specialists, it was felt that our awards structure should change to address this. SCOS are having to review their awards system also due to lack of interest. A sub Group has been set up to review the awards process and feed back, a copy of their initial suggestions is attached for further comment.

OHSAS 18001 – AH expanded on the assessment programme to date and stated that to develop this programme further FCOS would have to develop a quality Management system before it goes any further. He explained that he was looking at a couple of options to achieve this.

SME Event – AH mentioned that FCOS would hold an information event in March 2007 aimed at SME organisations, the event will cover the basic elements of H&S, member organisations would be encouraged to participate. The event has the potential to generate new members for FCOS and new business for the member organisations as well as benefiting the SME's and forging new links.

SCOS Update – AH and MR attended the recent SCOS meeting in September, SCOS are considering changing their name to bring themselves more in line with the Safety Groups UK set up, suggestions are welcome. Next years conference at Dunblane Hydro has been booked in for 4th April 2007.

Safety Groups UK – AH congratulated CW on her involvement in pulling together the Scottish leg of the “Derm Project” which will be launched at McDiarmid Park, Perth on 8th November. A copy of the programme and booking arrangements has been attached.

Executive Committee – Four meetings have been diaried during the 2006/2007 events session for the committee to meet and develop the panels objectives proactively. The dates are as follows 20th November 06, 22nd January 07, 19th March 07 and 21st May 07.

Fife Council H&S Exhibition – AH thanked DB, who has kindly offered half of his display space at the forthcoming exhibition on 11th and 12th October at Rothes Halls in Glenrothes. AH will issue a communication looking for volunteers to man the stand over the two days. Contact AH if you can spare some time.

2 Apologies

Apologies were received from Jim McKay, Marilyn Livingston, Chris Dron, Annette Torley, Andy Fowler, Colin Sparling and Douglas Ross.

3 Minutes of the previous AGM – 13th September 2005

The minutes of the last AGM were approved.

4 Secretary's Report

MR thanked the Committee and the membership for their continued support through the 2005/2006 session. He also thanked DB (past Secretary) for his support over the last year. MR expanded on the 2006/2007 events programme, which will be published shortly.

5 Treasurer's Report

CW presented the Treasurers report covering the income and expenditure for the 2005/2006 session, a copy of which is attached.

6 **Election of Office Bearers and Executive Committee**

The Chair and Vice Chair both have one year remaining of their tenure, it was agreed that AH and AF should continue the sterling work that they have started.

The Secretary and Treasurer, MR and CW respectively agreed to stay on in their posts for another year, no objections were raised to this.

It was agreed that Marilyn Livingstone MSP would be approached about continuing for a further year as President of FCOS, MR is to write to confirm. MR is to Approach Graeme Dalziel, Director and Chief Executive of the Dunfermline Building Society about the position of Vice President.

The position of Web Master was discussed and John Johnston offered his services which were gladly accepted, John has extensive knowledge of running Web Sites and successfully runs three of his own.

In addition to the office bearers above, the following members were elected or re-elected on to the Executive Committee for the 2006/2007 session;

David Birrell
Jim McKay
Sam Dimeck
Andy Martin
Dave Cant
Sally Eddington
Erick Preissman
John Walker
John Johnston

SCOS Representative - Jim Spence and Mark Russell

7 **Events Programme**

MR detailed the list of potential speakers for the 2006/2007 programme, the final list will be published once the final two speakers have confirmed their availability.

The next event, which will be held on Monday 9th October 2006 at 7.30pm at the offices of Dunfermline Building Society. The speaker will be Mr Dave Latto of Fife Fire and Rescue, Dave will be talking about the new Fire Safety Legislation and its impact to businesses.

8 **AOCB**

The question of Honoraria for the Secretary and Treasurer came up, both MR and CW were of the opinion that this was an unnecessary expense to the FCOS, both agreed that the honoraria would be dropped by the existing office bearers. It was agreed that reasonable expenses would be covered should these be incurred due to FCOS business.

AH proposed that the AGM should be moved from the first meeting of the session to the last, EP seconded this motion. AH explained the reasons for this was to allow the new office bearers and executive committee a chance to shape the events programme for the following year.

EP and SE expanded on their proposal for the changes to the FCOS awards, a copy of their paper is attached which details the proposal. There was also some discussion over the possibility of retiring some of the existing trophies which were considered dated. Paper attached.

There was further discussion about providing speakers with a small token or gift to thank them for their time and trouble. DC suggested that reasonable expenses should be offered if appropriate. The committee agreed. DB is to investigate options for a suitable gift for speakers.

Ah thanked everyone for there time and input and closed the meeting.

Mark Russell
Secretary
Fife Chamber of Safety