

Asbestos Leadership Council Meeting Notes – 08th May 2019

Attending:

Chris Lucas (CL) – Chair - HSE Head of CD Health Unit	Graham Warren (GW) – TICA-ACAD
Annette Leppla (AL) – HSE Asbestos Licensing Unit	Chris Bishop (CB) – UKATA
Colette Willoughby (CW) – FAAM / BOHS	Paul Beaumont (PB) - IATP
Rob Miguel (RM) – Unite	John Richards (JR) – RICS
Steve Sadley (SS) – ARCA	Jonathan Grant (JG) – NORAC
Colin Smith (CS) – UKAS	Richard Morgan (RMo) - GMB
Andrew Kingscott (HR) – HSE Head of Public Administration, Education & Volunteers Sector	Sam Lord (SL) – HSE Occupational Hygiene Specialist and joint asbestos technical lead
Daniel Barrowcliffe (DB) – HSE Science Directorate	

Apologies:

Andy Lewis Thomas (ALT) – FDEM	Martin Gibson (MG) – HSE Occupational Hygiene Specialist and joint asbestos technical lead
Dan Shears (DS) – GMB	David Tucker (DT) – CCG
Tim Shambrook (TS) – HSE	Judith McNulty Green (JMG) – IOSH

Summary of actions:

- **CL:** To update members on progress with the information document on naturally occurring asbestos in marble at the next meeting.
- **ALL:** To support HSE’s construction health inspection initiative on respiratory ill health in June / July 2019.
- **CL:** To continue discussions within HSE about a web presence for ALC
- **Duty to Manage Group:** Copy of draft guidance regarding duty to manage and managing asbestos in void properties to be forwarded to the chair once the group is satisfied it has reached a suitable stage.
- **Technical Working Group:** Copies of new information produced on gas and electrical safety in DCUs and measuring inward airflow of NPUs for contractors to be forwarded to the Chair.
- **Technical and Licensing Groups:** To collate the existing information on asbestos soffits and consider updating if appropriate as part of bringing existing information from the community site into line with the new formats.
- **ALL:** Please can any members kindly willing to go on a central list to host future meetings notify the secretariat – Tim Shambrook.

1. Welcome and Administration

- CL leads introductions and thanks RM and Unite for hosting.

2. Minutes of last meeting (26th September 2018)

2a. Agreement / Amendments:

- Minor amendments to the draft minutes were suggested and accepted. Finalised minutes were subsequently shared with an email providing a summary of the May meeting.

2b. Actions Update:

- **CL** Draft information on naturally occurring asbestos in marble to be circulated to members for comment once written. **Completed:** A draft copy of this document was forwarded as part of the information for the meeting. Members were asked to read the document in advance and raise any comments on its suitability. The document was discussed and there was general agreement as to its usefulness. Some members did ask for clarification on a couple of technical points. CL indicated the need to collate these formally and requested that any specific changes / additions to be sent to him by email for consideration by close of play Friday 24th May.

ACTION: CL to update members on progress with the information document on naturally occurring asbestos in marble at the next meeting.

- **SS** To forward specific concerns regarding compatibility / duplication between the competency requirements for licensed contractors and the CSCS scheme to CL. **Completed:** Discussed separately outside of the meeting
- **CL** to discuss within HSE the issues raised regarding joint working and feed back to members. **Completed:** An outline paper produced and forwarded with the agenda for the meeting. Discussion of this was a substantive item on the agenda under 4 below.
- **SL** to send ARCA link to current ALG Appendices and Memos for ALC website. **Completed.**

3. Updates

- **3.1 HSE June Construction Inspection Initiative:** CL highlighted that HSE would be running Phase 2 of its national construction health inspection initiative focussing on respiratory risks; particularly asbestos and dusts including silica.

ACTION: Members are requested to support the initiative via social media etc. Information on how they can do this to be provided separately.

- **3.2 Working Groups:** Feedback was provided from the chairs of the new working groups:

- **3.2.1. Surveyors and Analysts Working Group:** JG highlighted that the key areas of interest for the group were issues associated with the individual accountability of surveyors for their work, client awareness, stakeholder engagements and subcontractor issues. A discussion was held with particular focus on:
 - The quality of survey reports and the importance of surveyors taking individual ownership of the work they undertake rather than a presumption that any quality issues are mainly an organisational matter.
 - Some possible overlap with UKAS Technical Advisory Committee (TAC). When discussed it was agreed that the remits were different, and any potential overlap could be addressed through terms of reference.
- **3.2.2. Licensing Working Group:** AL provided an update on the digital license application process. Engagement with industry on this was a key focus at the moment. Looking forward there was a desire to produce practical information for licensed contractors on non-asbestos risks associated with their work such as MSDs and electricity as they can be under addressed in plans of work.

- **3.2.3. Duty to Manage:** JR outlined that the group felt it important for dutyholders and surveyors to have access to information that highlighted the critical questions / conversations needed in relation to commissioning a survey, when receiving the results from that survey and when reviewing an existing survey. Mention was also made of the different audiences requiring this information and the need to communicate in relevant ways with them outside of specific references on 'Duty to Manage'. JR explained that a group with a social housing focus had existed for a while and had identified the need for good practice guidance sheets on 15 areas. It had started drafting with regards to Duty to Manage and Void Properties.
- **3.2.4. Technical Working Group:** CW explained that the group continued to work well on a task and finish basis and were on the verge of finalising information in a number of areas:
 - Environmental cleaning and whether different types of work may be classed as licensable
 - Gas and electrical safety in DCUs
 - Straightforward information on measuring inward airflow of NPU's for contractors
 - Asbestos in demolition waste and contaminated soils
 - The presence of asbestos in some ceramic wall tile adhesive

3.3 Round Table AOB: There were no other items from members

4 ALC Reconstitution Proposals

CL led a discussion concerning the details contained within the draft outline reconstitution proposal document forwarded in advance of the meeting.

4.1 Terms of Reference: It was agreed that to ensure appropriate accountability and governance, new ALC terms of reference or a constitution would be devised through which the role and responsibilities, co-ordination, common purpose, codes of conduct and functionality of ALC would be set out. It would also cover use of the ALC logo for outputs produced through the group and by individual member organisations

4.2 Structure: It was agreed that there was value in maintaining the existing main council group as it is rather than moving to a streamlined core 'executive' of working group chairs. In this way oversight could be maintained and ideas shared / explored / challenged by everyone. It was felt that the membership was about right but there would be value in having input from someone in the local authority sector

Under the main council the various working groups would continue to meet and develop their own workplans / outputs. Additional organisations could be invited to contribute on a task and finish basis. It was agreed that each group would meet in advance of the main Council and provide minutes to go out with the agenda of that Council. This will increase the effectiveness and efficiency of the working group feedback standing item on the agenda while also allowing members in advance to consider specific issues that they may want to raise.

4.3 Internet Presence: There was discussion about the best method by which to establish the presence of the group on the internet. It was agreed that HSE would progress an internal communication bid to see if a replacement for the web community could be produced. This would operate more as a hub linking to the website of members where outputs would be hosted. Alternatives were considered but had associated issues that would need to be overcome. These alternatives would be explored in more detail if this bid was unsuccessful.

ACTION: CL to continue discussions within HSE about a web presence for ALC

4.4 Outputs: This is a key element of ALC work and there was discussion about the process through which this should be produced, signed off and published. There was consensus that outputs needed to be recognisable as an ALC product and that this would fit best with a limited number of formats produced via a set process. It was concluded that the development of this would have to be iterative at this stage. Consequently, it would be best to progress this

alongside a few select items of work that were being finalised, in progress and old ALG memo information as follows:

- ***Finished:*** New information produced by the technical working group on gas and electrical safety in DCUs and measuring inward airflow of NPUs for contractors.
ACTION: A member from this group to forward copies of these to the Chair.
- ***In progress:*** Members of the Management Group were involved on guidance regarding duty to manage and managing asbestos in void properties.
ACTION: Copy to be forwarded to the chair once the group is satisfied it has reached a suitable stage.
- ***Old ALG Information:*** The information on asbestos soffits would be collated and updated if appropriate to bring the old information from the existing community site into line with the new formats.
ACTION: This work would be done in conjunction with the technical and licensing groups.

5 Future Meetings

It was agreed that the current frequency, duration and rotation of meetings was appropriate. It was also mentioned that setting future dates far enough in advance would help members to assist in hosting. This could be done via a central list of volunteers on a rotation basis. Dates for 2020 have now been set as follows:

- **Wednesday 22nd January**
- **Wednesday 13th May**
- **Wednesday 9th September**

ACTION: Please can any members kindly willing to go on a central list to host future meetings notify the secretariat – Tim Shambrook.

6. Dates and times for next meeting:

Andy Lewis-Thomas of Beacon International Ltd has kindly agreed to host the next meeting on behalf of F-Dem. Details as follows

- **Date:** 25th September 2019
- **Venue:** Unit 9, Whitehall Cross Industrial Estate, Whitehall Road, Leeds, West Yorkshire.LS12 5XE.
- **Time:** 11:00 – 14:00