

SHE Forum
Notes of Meeting (Final)
Thursday 25th May 2006 – Engineering Board Room

- 1. Present:** Chair: Joseph Gordon (JG); Piete Brooks (PB); John Hulme (JH); Sara Cooper (SJC); Sarada Crowe (SC); Martin Whiteland (MW); Hannah Crooks (HC); Linda Hinton-Mead (LPHM), Secretary; Richard Philips (RP).
- 2. Apologies:** David Plumb (DP); Janet Roberts (JR); Keff Tibbles (KT); Martin Vinnell (MV); Libby Yates (LY); Gerry Walker (GW); Jim Grey (JG); Mary Jane Robinson (MJR); Jane Blunt (JB).
- 3.** The Chair welcomed Richard Philips from EMBS to the Forum. RP deals with certain statutory compliance issues connected with Estates, mainly asbestos at present, but also glazing, slips and trips, and mercury.
- 4.** Those present discussed the revised suggested remit/terms of reference for the Forum. PB suggested some useful amendments. Regarding publications: “editorial control was to rest with the originator”. SC (Sarada) to rewrite the terms of reference and circulate the revised text to the Forum.
- 5.** SJC (Sara) introduced a discussion on engaging with academic staff and implementation of University and departmental policy at that level. Traditionally there has been a low uptake of this section of the University for training events. Forum members working specifically for departments gave examples of how they engaged with “their” academics.
- 6.** SJC (Sara) also raised the subject of honoraria, as within some Schools the decision as to who gets payments (or not) is now in the power of the individual Heads of Department. It has been reported that some people with ‘add on’ duties are not receiving payments, whereas others are receiving enhancements to the original ‘core payments’, which appears inequitable and why ‘core payments’ were originally introduced some years ago.

Currently the roles of University First Aider, DSO, BSO, DLSO & RPS as ‘add on duties’ attract honoraria. (as do duties such as exams, library and training).

It seemed anomalous to the Forum that Fire Safety Duties and Environmental Coordinator duties did not also attract honoraria.

A discussion ensued about First Aiders that did not receive funding for training and/or honoraria from the University (via Health & Safety Division) but were funded by their own departments. De facto they were regarded as departmental First Aiders but were able to join in with First Aider Groups and Conference. This situation had particularly arisen in Chemistry. SJC explained that more money had been applied for as more University First Aiders had been deemed to be required due to more buildings, restricted access etc.

7. SJC (Sara) spoke about job swapping/shadowing/secondment and accelerated experience scheme and how it had been working in the Health and Safety Division, firstly with Martin V (covering some of AJ's (Alison) duties when she was on sick leave) and now with KT.

A power point presentation on benefits and disadvantages is being prepared by SC & MV, and will become available in due course.

8. Next Meeting: 3pm, 29 June 2006, Engineering Board Room.

JG will arrange for tea to be available.

Very many thanks to Joseph and Dept of Engineering for room and refreshments provided.

Post Meeting Note

PB has suggested that it would be a good idea for Judith Jesky (University Disability Adviser) be informed about the Forum and asked whether she would like to be involved in any way – SC (Sarada) has sent her a draft remit.

Action Sheet: SHE Forum 25 May 2006

Action Point	By Whom	By When	Completed	Notes
Draft remit/terms of reference	SC (Sarada)	Next meeting		New draft to be submitted for Forum agreement
Ask Richard Philips if he would like to join the forum	MW		25/5/06	Attended. Remove from action sheet.
Send comments on fire document to GED	DP	Next meeting?		Status update required from GED.
Use DSO briefings to disseminate information across the University	All	Ongoing		
Ask Peter Hardy to speak to Forum on training for confrontational situations	PH/CL			CL has indicated some places may be available in October.
Ask for visit to Security Control Room	CL			CL offering to facilitate
Report back on EMT desktop exercise	WH, JB			Neither present 25 May. Perhaps at next meeting?
Forum requests that Fire Safety Unit do a presentation on DREAM to Fire Safety Managers, DSOs and other key parties	GW			Awaited
Update on honoraria position	SC	Ongoing		