

**Meeting of the SSSFN Premises and Health & Safety Committee
Friday 10 October 2014 – 4.30pm – Douglas Bader**

Attendees

Trevor Cockburn (Chair), Des Reynolds, Craig Page, Sue Grant

1. Apologies

Phil Harris, Andy Lamb

2. Minutes of the last meeting

Minutes of last meeting were agreed as an accurate record

3. Matters arising -

Any matters arising covered by the agenda

4. Health and Safety Governors Scrutiny

The committee agreed that there was no need to check documents as these had been done at last meeting at Douglas Bader.

4.1 Legionella – ***CP to provide report for all bases at next meeting.***

5. Resources and Premises Managers Report

The committee welcomed another detailed and comprehensive report and accepted the content.

DSE Risk assessments – findings now collated.

6. Capital and Maintenance Works

6.1 Capital Funding Pot

EFA Bid approved/successful £ 276K – area of focus – flat roofs on various bases. Work scheduled in fairly quickly. Next budget meeting scheduled for 20th October 2014.

7. Norse Contract – Committee again noted that there were issues to be resolved with the Norse. Contract still not received. ***SG and CP to do feasibility study on employing staff direct.***

8. AOB

Compass Norwich – TOCA not signed yet. Keys/access will still be via site. Waiting for quote on cleaning. Windows and doors – work been agreed and planning permission for higher fence. Ashfords will do grounds maintenance.

Bungalow at DBS – nearly got all quotes from Solicitors for Tenancy Agreement.

Earthsea, Pott Row and Compass Belton – Maintenance & Testing of plant and equipment schedules need to be in place – ***CP to action***

SSSFN Site Development Plan – meeting scheduled 14/10 with GW/SG and CP.

**Dates of meetings: 5 Dec 14 @ Pott Row
23 Jan 15 @ DBS
6 Mar 15 @ Earthsea
15 May 15 @ DBS
19 June 15 @ Compass, Belton**

Meeting closed at 5.20pm