

**HBF SHARING BEST PRACTICE/ LESSONS LEARNT WORKING GROUP**

DRAFT

**TERMS OF REFERENCE**

Chair: Matthew Stubblefield

Group members: Stephen Ashworth, Barry Oliver & Martin Evans

**Purpose:** The purpose of the Sharing Best Practice/ Lessons Learnt Working Group is to:

* Define what we are seeking to share
* Identify how and when information is to be shared
* Identify how information is to be retained for future reference/ access

It is anticipated that this group will have a life span not exceeding 12 months.

**Deliverables:**

The key deliverables are expected to include:

1. Standard protocols of content and dissemination approach for i) HBF members ii) for their supply chain and iii) other related (external bodies)
2. Standard templates for members to bring content into group for sharing

**Outline programme:** Whilst an initial draft programme is anticipated to look like that below, the WG is tasked to review and commit to the final version

**2017**:

1. Development of standards and templates
2. Sharing of initial materials
3. Development HBF central repository (master copies)
4. Disband

**Background**

From time to time the HBF Health and Safety Forum will identify the requirement for a Working Group to expedite progress in each subject matter to enhance Health and Safety standards within the sector.

**General requirements**

1. Each Working Group (WG) shall be chaired by an individual agreed by the main Health and Safety Forum, and tasked to oversee the delivery of agreed objectives within an agreed time frame.
2. All WGs shall ideally comprise between 4 – 6 members. Members are encouraged to identify a stand in to attend in their absence to maintain progress.
3. All WGs are expected to achieve regular and consistent progress throughout their life and are expected to meet at least once between each of the quarterly HBF H&S forum meetings.
4. Meetings can be in person, via video conference or similar technologies.
5. All WGs shall provide a short summary of progress in the last period, planned activity for the next period together with any items for discussion/agreement in the main H&S forum. Such reports, a maximum of 2 sides A4 shall be circulated to HBF for insertion into H&S Forum meeting packs no later than 10 working days prior to the quarterly HBF H&S forum meeting.
6. A defined purpose and scope of work will be agreed for each WG outlining the task to address, the nature and format of anticipated outputs, together with an outline programme for delivery.
7. The development of solutions, in whatever guise that takes, decisions taken etc. will need to be supported by evidence and take account of the differing business models of member organisations

**2017 reporting deadlines**

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| **Date of HBF H&S meeting:** | **Working Group report due on:** |
| 4th May 2017 | 20th April 2017 |
| 13th Jul 2017 | 29th Jun 2017 |
| 26th Oct 2017 | 12th Oct 2017 |

**Working Group Specific requirements**

The item above is a first draft which is to be used by the individual working group to develop their plan of works. Whilst this content is generally indicative, radical departures will require to be explained to the Health and Safety Focus Group and agreed prior to presentation at the May HBF H& S Forum meeting due 4th May 2017.