

Name Participants:	MAG C Chambers, S Alengrin, R Warren (part), P Reid, A Pena, P O'Brart, A Gilson, P Evans, L Cramp (part)	Action list taker	C Templeton
Date 13/14 May 2014			Place BH Board Room

No	Action	Due date	Revised Date	Responsible
1	In light of high level of near misses and incidents involving fleet drivers, discuss value of driver awareness programme, possibly linked to driver passports. Investigate possible historical safety issue at East Leake re Banksmen.	31.1.14	9.6.14	SA
2	FLT issues <ul style="list-style-type: none"> <li>in house training to be investigated particularly in respect of agency drivers. Agree scope and depth of training. Check qualifications of Cx employee with training experience. Location for training?</li> <li>cleaning regime to be drawn up and issued to drivers – clarify location and facilities.</li> </ul>	29.4.14 29.4.14	9.6.14 9.6.14	AP POB
3	Walkways in HO car park to be redrawn.	29.4.14	9.6.14	POB
4	Draw up road map setting out our route to Technical Excellence.	13.5.14	9.6.14	PR/ PE/ RW
5	Interim project manager to be recruited to manage Lorry Park project –interim agencies and S-G to be contacted for suitable candidates. CC to discuss assistance options and suitable candidates during next review call with Paris.	13.5.14	9.6.14 19.5.14	AP/POB CC

6	Full brief for introduction of full third shift to be prepared ahead of the June meeting and project team selected, headed by POB.		9.6.14	POB
7	Haulage Contract to be put out for tender. Consider using interim project manager to pull tender document together.		30.6.14	SA
8	National Sales Conference date fixed for 16 and 17 October. Venue to be confirmed.		Info	ALL
9	<b>Privileged</b>		9.6.14	AP/PR
10	All MAG members to be issued with LOTO padlock and included in LOTO training sessions. Padlock control system to be implemented.		9.6.14	POB
11	New company car policy to be issued to all hire car users, as well as company car owners.		9.6.14	AP
12	Draw up and issue check list for sales team of risks associated with their particular roles, i.e. driving, building site and customer premises. MS to spend a day on territory with RSM/ASM to help assess these risks.		9.6.14	PR (MS)
13	In light of the recent drugs on the premises incident, content of pre-employment medicals to be reviewed, and introduction of random testing considered. Presentation of options to June meeting.		9.6.14	AP
14	Departmental budgets to be issued to relevant managers each month.		9.6.14	LC
15	PL/TD/IWI budget proposals to be prepared.		9.6.14	PE/PR/CC
16	IT Efficiency Review – carry out Cost and Ease analysis of recommendations to determine priorities. Project brief and action plan to be presented to June meeting by DC/GW by webex and distributed to MAG ahead of the meeting.		9.6.14	LC (DC/GW)
17	Competition Law Training – ensure compliance for all where necessary and		9.7.14	AP

	draw up plan to ensure training kept up to date.			
18	<b>Privileged</b>		9.6.14	CC/PE
	<b>Privileged</b> Launch programme and date to be agreed with target in Q4.			
19	To ensure compliance with Bribery Law requirements, an Entertainment Register to be set up – agenda item for July meeting.		9.7.14	CC
20	New price list format including new delivery schedule incentives to be prepared for presentation at July meeting.		9.7.14	PR (CN)
21	Discipline of preparation of content for monthly company brief has slipped and must be regained. All contributors to ensure that their input is sent to the editor within the required timescale.		20.5.14	ALL
22	Further bearer trials during w/c 19 May will determine if follow up packaging letter to customers is necessary.		31.5.14	POB/PR
<b><i>Next meeting : Monday, 9 June at 10.00 in East Leake</i></b>				