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Minutes of the meeting of the HS&E committee held 24 November 2020
held as Microsoft Teams meeting.

Present:					
Bob Forshaw	Cooper Tire	Jethro Smith	Michelin	Ashley Thomson	Pirelli
Apologies:					
Chris Bell	Dunlop Aircraft Tyres Ltd				
In attendance:					
Adrian Hirst	BTMA	Graham Willson	BTMA		

1. Introduction and welcome

<i>Discussion</i>	<i>Decision</i>
Graham chaired the meeting and welcomed everyone to it.	None

2. BTMA competition law compliance guidelines

<i>Discussion</i>	<i>Decision</i>
Members were reminded of the requirements of the BTMA competition law compliance guidelines. Steve Green and Ashley Thomson were given copies of the guidelines.	The participants agreed to abide by the guidelines.

3. Catchup with members

<i>Discussion</i>	<i>Decision</i>
<p>All members have been back in normal production since original COVID shut down. There was a general discussion about COVID measures in place, cases that had been recorded and how they are managed.</p> <p>Cases encountered appeared to be related to community transmission with no evidence of transmission within the workplace.</p>	None.

4. BTMA H&S Plan 2021

<i>Discussion</i>	<i>Decision</i>
Adrian presented the outline plan for 2021 which was discussed in detail.	Action: Adrian and Graham to make the amendments to the plan and circulate to members.

5. Dates of future meetings

<i>Discussion</i>	<i>Decision</i>
It was agreed we would have one more meeting in 2020.	Action: Adrian to arrange a meeting for the new year.

6. Any Other Business

<i>Discussion</i>	<i>Decision</i>
No other items raised	No action required.