



HSENI/18/11

MINUTES OF THE 65TH MEETING OF THE BOARD OF THE HEALTH AND SAFETY EXECUTIVE FOR NORTHERN IRELAND HELD ON THURSDAY 21 APRIL AT 10.15am IN CONFERENCE ROOM A – NETHERLEIGH HOUSE BELFAST.

Present:	Board Members: Mr George Lucas - Chairman Mrs S Lowry – Deputy Chairperson Mrs B Maitland Mr G Campbell Mr P Lyons Mr J Collins Mr B Mackin	HSENI Officials: Mr J Keyes – Chief Executive Mr D Breen – Deputy Chief Executive Mrs J Leathem – Board Secretary Miss Danielle Duffy
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Agenda Item	Record of main discussion and Actions Arising	Action by Board Members/ Official(s) and update on progress from actions arising
	<p>Prior to the Board Meeting the outgoing Chairman Professor Peter McKie was presented with a retirement gift from his fellow Board Members, senior HSENI staff and the Board Secretariat both past and present. The DETI Permanent Secretary David Sterling conveyed the thanks of the Minister and the Department for his commitment and hard work during his role as Chairman over two consecutive 3 year terms.</p>	
1. Apologies	<p>Mr C Cleland, Mr L Fawcett</p> <p>It was confirmed that Mr John Gillvray OBE stood down as a member of HSENI Board on 12 March 2011. The Board acknowledged the contribution he had made throughout his time as a serving member.</p>	
2. Corporate Health, Safety and Welfare	<p>The Board was informed that Mandatory Fire Safety training had been undertaken by all staff in HSENI and that an inspection of Ladas Drive will be carried out in May by a new inspection team comprising Dermot Breen, Ray Coey NIPSA Safety Representative and Adrian Harris.</p>	

3. Declaration of Conflict of Interest(s)	No conflicts of interest were declared.	
4. Minutes HSENI/10/11	The minutes of the previous Board meeting were approved and adopted. The Board agreed that in line with the approach adopted by the Department that in future all minutes would be in a non attributable format.	
5. Matters Arising:	<p>Matters Arising:</p> <ol style="list-style-type: none"> 1. An update was provided to the Board on the progress so far in developing the next Corporate Plan. It was now expected that it will be published in the autumn of 2011. 2. Board members who had completed joint visits with HSENI field staff shared their positive experiences with the Board. All agreed it had been a worthwhile exercise. The next round of visits for the other interested Board members will take place in autumn 2011. <p>Agreed Actions:</p> <ol style="list-style-type: none"> 1. Joint strategy was successfully launched at the offices of Newtownabbey Borough Council on 17 February 2011. 2. Mr Pat Lyons was welcomed as new committee member of ARMC on 5 April. 	
6. Audit and Risk Management Committee Report HSENI/12/11	<p>Audit and Risk management report was presented to the Board and the following items highlighted:</p> <ol style="list-style-type: none"> 1. The issue of Quality Assurance of Internal Audit has been raised with the Department and as a first step PwC will undertake a self assessment based on HM Treasury guidelines as part of the 2011 Internal Audit programme. 2. HSENI received an overall substantive rating from PwC in its annual internal audit report. This very positive outcome was welcomed by the Board. 3. The Strategic Audit Plan covering the four years up to March 2015 in line with Corporate Plan was discussed and endorsed by the Board. 	
7. HELANI Committee Report HSENI/13/11	The Board noted the HELANI minutes from January 2011 and the very positive progress in partnership working with the District Councils. It also noted that the next HELANI meeting will take place in June 2011.	
8. Chief Executive's (CEX) Report	<p>The following items were highlighted to the Board:</p> <ol style="list-style-type: none"> (1) The CEX chaired a meeting of Whitley Committee on 2 March 2011. 	

<p>HSENI/14/11</p>	<p>(2) Staff in HSENI, led by the CEX, took part in a table top test of the HSENI Business Contingency Plan on 8 March 2011.</p> <p>(3) On 23 March 2011 the CEX met with regional Director of QPANI to consider joint working opportunities for the future.</p> <p>Campaigns:</p> <p>(i) During February and March 2011, an initiative was undertaken to visit student accommodation across NI and provide the residents with advice on the dangers from carbon monoxide and if required a complimentary carbon monoxide alarm was provided.</p> <p>(ii) The “Stay Farm Safe” campaign was launched on 1 March 2011. This is aimed at encouraging older farmers to change their behaviour and thereby reduce the risk of fatal or serious injury.</p>	
<p>9. HR Report HSENI/15/11</p>	<p>The Board was updated in regard to the HR Report and the following items were highlighted:</p> <p>Sickness Absence</p> <p>Figures for January and February showed over 90% of staff within HSENI were present at work with most absences due to four members of staff on long term sickness absence.</p> <p>Staff Complement and Vacancies</p> <p>There were no plans to fill the current 4 vacant posts given the future budgetary pressures that HSENI is likely to face. Not filling posts now will mean preserving posts in the future. If there is a pressing business need to fill a specialist post a case would be made and considered. This whole area will be kept under careful and continuous review.</p> <p>liP Re-Accreditation</p> <p>HSENI has applied for re-accreditation. The assessor will be Stephanie McCutcheon who has already selected the staff members she wishes to interview. The Board welcomed this development and suggested the Assessor should be approached and informed that Board members would be happy to be interviewed.</p> <p>Industrial Tribunal Case</p> <p>HSENI was successful in a recent Industrial Tribunal case taken by a past member of staff who claimed to have suffered an unauthorised deduction of wages.</p> <p>Learning and Development</p> <p>A training plan is currently being drawn up for 2011/2012.</p> <p>Staff Attitude Survey NICS</p> <p>A second NICS wide staff attitude survey will take place this year; the last one took place in 2009 when HSENI had a 70% employee engagement index.</p>	<p>Liaise with liP Assessor as regards interviews with Board Members Dermot Breen</p>

<p>10. Finance Report HSENI/16/11</p>	<p>The Board noted the Finance Report and particularly acknowledged the small under spends on both the DRC and Programme budgets with an overall 3% underspend (£211k). It also noted that the confirmed budget for the 4 year period 2011-2015 would mean a small surplus in year 1, break even in year 2 and deficits in years 3 and 4. The option of seeking some flexibility between DRC and Programme budgets was supported by the Board. Approval was sought from the Board for 3 proposed operational campaigns for the incoming year, each of which will involve procurement valued at over 50K. The Board gave approval in principle provided more detailed information was provided when to hand. It was agreed that the Board would benefit from a fuller explanation of the proposal to arrange a technical transfer of budget to PPSNI to cover future legal costs associated with prosecution cases.</p>	<p><i>Provide more detailed information on campaigns. Dermot Breen</i></p> <p><i>Arrange meeting with Chair of ARMC to discuss detail of technical transfer. Dermot Breen</i></p>
<p>11. Legislation Report HSENI/17/11</p>	<p>The Board noted the Legislation Report.</p>	
<p>12. A.O.B.</p>	<p>The Department of Work and Pensions “Good Health and Safety, Good For Everyone” paper was considered by the Board. It was explained that some of the recommendations in the report such as helping small business with health and safety issues have already been carried out in NI. It was agreed that HSENI will keep a watching brief on developments in GB.</p>	
<p>13. Date and Venue of next Board Meeting</p>	<p>The next meeting will be held on 30 June at 10.00am in Robens room, Ladas drive.</p>	
	<p>There being no further business, the meeting closed at 12.15pm.</p>	

Julie Leathem

Board Secretary

Board Minutes adopted and approved:

Signed:



Dated:

28/07/11

George Lucas, HSENI Chairman