

MINUTES OF THE 60TH MEETING OF THE BOARD OF THE HEALTH AND SAFETY EXECUTIVE FOR NORTHERN IRELAND HELD ON THURSDAY 29 APRIL 2010 AT 9.00AM IN MICHELIN TYRE PLC, BALLYMENA

Present:	Board Members: Professor P McKie – Chairman Mrs S Lowry – Deputy Chairperson Mrs B Maitland Mr C Cleland Mr L Fawcett Mr G Campbell Mr P Lyons Mr J Collins Mr J Gillvray Mr B Mackin	HSENI Officials: Mr J Keyes – Chief Executive Mr D Breen – Deputy Chief Executive Mrs L Thompson – Board Secretary
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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
	Mr Wilton Crawford, Factory Manager of Michelin Tyre plc, Ballymena, formally welcomed the HSENI Board members. Jimmy Fenton, Michelin HSE Manager, explained the safety and housekeeping arrangements.	
1. Apologies	None	
2. Corporate Health, Safety and Welfare	Mr Keyes informed the Board that: (i) There were no reportable incidents during the period and there was only one minor first aid incident during the year; (ii) The Staff Stress Survey had just been completed and is now at 'focus group' stage. Any recommendations emerging will pass to the Continuous Improvement Team for implementation; (iii) A Mental Health Wellbeing briefing seminar for staff will be held on 10 May; (iv) 35 members of staff have signed up to take part in an eight week Health and Wellbeing challenge; (v) A small staff gymnasium has recently been installed in Ladas Drive; and (vi) Mr Keyes was pleased to announce that all Board	

	members who participated in the driver training were deemed to be 'low risk' drivers.	
3. Declaration of Conflict of Interest(s)	None declared	
4. Minutes HSENI/09/10	The minutes of the 59 th Board meeting were approved and adopted.	
5. Matters Arising: Agreed Actions:	<p>HSENI Operating Plan 2010-2011 – Professor McKie informed Board members that he had received a letter from the Minister indicating her approval of the plan.</p> <p>Issue of the value of the Case Management System (CMS) – Mr Keyes informed the Board that the value for accounting purposes of CMS has now been resolved and that because of its transfer to HSENI the transaction did not attract a VAT liability;</p> <p>Arms Length Bodies Review – DFP will publish a NICS wide report some time in the future. Feedback from DETI is that there are no issues in regard to HSENI.</p> <p>Waste disposal and recycling emerging high risk sector – Mr Breen reported that this has been included as part of the operating planning process for next year.</p> <p>Staff Attitude Survey – it was agreed that this would be reported on later as a separate agenda item.</p>	
6. Audit and Risk Management Committee Report HSENI/11/10	<p>Mrs Lowry, Chair of the Audit and Risk Management Committee (ARMC), presented the report and informed the Board that the last meeting had been attended by three members of the NI Audit Office and one from PwC. Mrs Lowry highlighted the following items:</p> <p>NIAO VFM Study – Referring to the second revised draft, Mr Orme, NIAO, advised that on receipt of a final response from the DETI Accounting Officer, NIAO would move to publish its third and final report by early summer. He indicated that the report was unlikely to feature on the PAC forward plan.</p> <p>DFP Review of Arms Length Bodies (ALBs) – Feedback from DETI indicates that HSENI is functioning effectively as an Arms Length Body.</p> <p>Risk Register Training - ARMC members, the HSENI Board chairman and senior HSENI staff attended refresher training provided by DETI on the purpose and use of the risk register.</p> <p>Audit Strategy Memorandum 2009/10 - Mr Christie, NIAO, introduced the audit strategy memorandum for 2009/10. He confirmed that the accounts should be certified in time for them to be laid along with the annual report at the Assembly before the summer recess.</p> <p>2009/10 Internal Audit - Mr Robinson, PwC, presented the Internal Audit Update report–April 2010. All items had achieved a final rating of substantial. He also presented</p>	

	<p>the Annual Internal Audit Report which gave an overall substantial assurance rating.</p> <p>After a short debate on the report, the Board agreed that it was quite an achievement for HSENI to be given an overall substantial rating. The Chairman suggested that a memo should issue from himself and the Board to all HSENI staff congratulating them on the hard work which resulted in this excellent rating.</p> <p>Risk Register - for period ending 31 March 2010 - Mrs Lowry invited Mr Keyes to update the Board – he confirmed that no risks crystallized nor no new risks were identified during the period.</p> <p>He went on to update the Board in respect of developments in relation to managing the following risks:</p> <p>Damage to HSENI’s reputation - following adverse media comments HSENI is consulting with the Departmental Solicitor. Mr Keyes explained that this related to an issue in connection with an unsuccessful appeal against two prohibition notices HSENI had served.</p> <p>Third Party Loss Resulting from HSENI Negligence - HSENI is consulting with the Departmental Solicitor following the threat of a civil action to recover loss of earnings/profit.</p> <p>Draft ARMC Annual Report - Mrs Lowry presented the draft ARMC Annual Report 2009/2010 – the report will be updated to the end of April 2010 to fully embrace the 2009/10 Internal Audit work and will be presented to the Board at the June meeting.</p>	<p><i>ACTION: Memo to issue to HSENI staff congratulating them on HSENI’s achievement of a ‘substantial’ assurance rating</i> <i>Chairman</i></p>
<p>7. HELANI Committee Report HSENI/03/10</p>	<p>Mrs Maitland spoke to the minutes of the HELANI meeting which took place on 12 March 2010 and informed the Board that the tone of the meeting continued to be positive. She highlighted the following:</p> <p>Partnership Liaison Officer - A sift exercise had been held following the advertisement for the appointment and as no suitable candidates were identified, a new advert will issue next month. It is hoped to appoint someone before the end of the summer.</p> <p>Joint Working for 2010/11 - Members acknowledged that 2010/11 would be a shadow year in terms of the planning cycle. The first meeting of the new Planning and Development Group was planned for the end of April to look at priorities and develop a mechanism for joint planning.</p> <p>Update on H&S Strategy for NI - The Strategy is now in final draft format and has been distributed to HSENI Board members as an agenda item for discussion later on at this meeting. It will be cleared through DETI and the Minister before being submitted to the ETI Committee in May/June.</p>	

<p>8. Trade Union HSENI Forum Report</p>	<p>Prof McKie referred to the International Workers' Memorial Day and the local commemoration which is being held to-day in Parliament Buildings. This is being attended by the Minister, with HSENI's representatives being Kevin Toner and Bryan Monson. The Board then observed a one minute's silence to mark the occasion after which Mr Keyes updated the Board in respect of issues discussed at the last meeting of the Forum which was held on 23 March as follows:</p> <p>The Safety Representative's Award: This is an annual bursary provided by HSENI to either a TU or an employee Safety Representative who applies and is selected after interview. The winner will be presented with the award this year by the HSENI Chairman at a ceremony during the European Safety Week in October.</p> <p>Asbestos in Schools: Mrs Martin raised the issue and the view that all asbestos in schools should be removed. Mr Keyes indicated that representatives of HSENI would be meeting with the NICICTU Health and Safety Committee to have general discussion on asbestos. Mr Mackin indicated that the call for asbestos to be removed from schools was being led by unions representing teachers.</p>	
<p>9. Chief Executive's Report HSENI/13/10</p>	<p>Mr Keyes highlighted the following:</p> <p>Gas Installers' Registration Scheme The Minister launched the Gas Safe Register public awareness campaign on 12 February at a ceremony in the Long Gallery, Parliament Buildings.</p> <p>Departmental Liaison (i) The Chairman and Chief Executive attended an Oversight and Liaison meeting with DETI on 3 February 2010. (ii) On 28 February the Chairman and Chief Executive met the DETI Permanent Secretary to brief him on the Dame Carol Black Review of the Health of Britain's Working Age Population ahead of him attending the Permanent Secretaries Group meeting at which this would be considered.</p> <p>Quarterly Monitoring Report (QMR) Referring to the QMR for the year end, Mr Keyes pointed out that of the 52 targets, 48 (92%) were fully achieved, one was partially achieved, one became redundant due to a legislative change process, one was unachievable because the Equality Commission failed to provide the necessary guidance and one was not achieved. Prof McKie congratulated HSENI on the percentage of targets that were achieved. This sentiment was echoed by the Board.</p>	
<p>10. HR Report HSENI/14/10</p>	<p>Mr Breen presented the HR Report and highlighted the following:</p>	

	<p>Sickness Absence During the month of January, 6 staff were absent for a total of 53 working days. There was one warning issued during January. During the month of February, 7 staff were absent for a total of 53 working days. Absence rates during January and February were largely attributed to a number of staff being off on long term sickness.</p> <p>Learning and Development During 2009/10, HSENI provided a comprehensive range of training and development in accordance with its Learning and Development Plan. Personal Development Plans for 2010/11 have been commissioned and these, together with the specialist training requirements outlined in HSENI's internal Operating Plan ie priority generic training for the organisation and anticipated training needs for new staff, will form the basis of HSENI's Learning and Development Plan for next year.</p> <p>Staff Numbers and Recruitment The staff complement for HSENI is 131 with a total of 6 immediate vacancies. HSENI's DHR is intent on filling these vacancies as soon as possible and is liaising closely with HRConnect.</p> <p>Staff Survey HSENI has received a headline report on the results of the NICS wide staff survey which will be considered later in the meeting. The full survey results are scheduled to be released between 10 and 28 May 2010.</p> <p>HR Connect During 2009/10 the number of issues raised with HR Connect has significantly reduced in volume. DHR is continuing to closely monitor problematic areas of HR Connect and escalate any areas of concern.</p>	
11. Finance Report HSENI/15/10	Mr Breen highlighted the following: DRC Expenditure (Salary and General Administration): Mr Breen informed the Board that overall, the DRC budget is expected to be underspent by approximately £30k, after additional funding has been provided for Equal Pay and IFRS. Programme Expenditure: Mr Breen added that it is expected that the Programme budget will be underspent by approximately £40k. Total underspend for the year, including both DRC and Programme, is expected to be in the region of £70k (1% of total funding available). New Accounting System: The organisation's new accounting system, Microsoft Dynamics NAV, has now been installed in the Financial Management Unit, for use in the processing of Programme Expenditure.	
12. Legislation	Mr Breen presented the Legislation Report. The Board	

Report HSENI/16/10	noted the current position in relation to the delivery of current Legislative Programme and noted the position with regard to other matters highlighted in the report.	
13. Strategy Development Update	Prof McKie acknowledged the effort put in by the working group in drafting the strategy and urged any Board members who had comments to make to put them in writing and submit to the Board Secretary by the end of next week.	Action: Comments to be passed in writing to Board Secretary by the end of next week. Board members
14. Staff Attitude Survey Update	Mr Breen gave an overview of the headline results of NICS wide Staff Attitude Survey. Prof McKie noted the extremely high response rate to the survey by HSENI staff and the very positive indicators emerging across many of the areas being considered. He looked forward to a fuller discussion of the survey results once it was formally published.	
15. Any Other Business	There was no other business.	
16. Date and Venue of next Board Meeting	The next meeting, which will be held on 30 June 2010 at 10.00am in the Robens Room, Ladas Drive, is not a standard meeting but is being convened primarily to permit consideration and approval of the audited accounts.	
	There being no further business, the meeting closed at 12.30pm.	

Minutes: Liz Thompson
Board Secretary

Board Minutes adopted and approved:

Signed:  Dated 29/07/10

..... **Peter McKie CBE, HSENI Chairman**
