



HSENI/21/10

MINUTES OF THE 61st MEETING OF THE BOARD OF THE HEALTH AND SAFETY EXECUTIVE FOR NORTHERN IRELAND HELD ON 30 JUNE 2010 AT 10.00AM IN ROBENS ROOM.

Present:	Board Members: Professor P McKie CBE – Chairman Mrs S Lowry – Deputy Chairperson Mrs B Maitland Mr C Cleland Mr G Campbell Mr P Lyons Mr J Gillvray Mr B Mackin	HSENI Officials: Mr J Keyes – Chief Executive Mrs L Thompson – Board Secretary Mrs J Leathem – Board Secretary Designate
-----------------	--	---

The Chairman welcomed Mrs Leathem to her first Board meeting and explained that she would be taking over the role of Board Secretary when Mrs Thompson retired at the end of July.

Agenda Item	Record of main discussion and Actions Arising	Action by Board Members/ Official(s) and update on progress from actions arising
1. Apologies	Mr L Fawcett and Mr J Collins	
2. Corporate Health, Safety and Welfare	Mr Keyes reported that no significant issues had been identified during his inspection of Ladas Drive on 1 June 2010. He did point out however, that it was decided to move to a single personnel safety alarm response for both the building reception and interview room. In addition, following an assessment by DFP Accommodation Branch, it had been decided to replace the existing fire alarm system. He also reported that there had been one reportable incident during the last period in which a member of staff cut his finger whilst using a knife to shape polystyrene packing. Although the injury required stitches the individual involved was able to return to work.	
3. Declaration of Conflict of Interest(s)	None declared	

<p>4. Audit and Risk Management 2009/10 Annual Report HSENI/18/10</p>	<p>On presenting the Audit and Risk Management Committee (ARMC) Annual Report, Mrs Lowry reminded the Board that a draft version had been considered at the last Board meeting, when it was agreed that the report should be extended to embrace the period 1 April 2009 to 30 April 2010 (13 months instead of 12 months). This report accounts for the work of the committee over this period. The Chairman welcomed the report and the assurances it brought to the Board as to the effective working of the ARMC. The Board duly adopted the report.</p>	
<p>5. Report to those charged with Governance year ended 31 March 2010 HSENI/19 /10</p>	<p>Mr Keyes in introducing the NIAO Report to those charged with Governance drew the Board's attention to the fact that the report indicated that it was expected the C&AG would issue an unqualified audit opinion and that no report on the accounts was required. He explained that the draft report had been considered at the ARMC meeting on 24 June 2010. This had identified issues surrounding the various recommendations. These had been further considered at an officials' meeting on 28 June and had been largely resolved. He indicated that an agreed report would be finalised by the end of the week. The Chairman acknowledged the robust audit opinion, which sat well with the recent substantial assurance attained in the 2009 internal audit report. He also registered the Board's appreciation of the hard work of all of HSENI's staff in working with the external auditors and meeting very tight deadlines. The Board in discussion welcomed the positive report and felt assured both by the strength of the audit opinion and by the fact that the original recommendations had been reshaped to better reflect the context in which HSENI operates.</p>	<p>ACTION: Final report to be issued to all board members when available. Board Secretary</p>
<p>6. Annual Report and Statement of Accounts 2009/10 HSENI/20/10</p>	<p>Mr Keyes as Accounting Officer introduced the draft Annual Report and Statement of Accounts and highlighted the following:</p> <ul style="list-style-type: none"> (i) The annual report and statement of accounts as presented was the final draft subject only to Board Approval. It consisted of two parts, a narrative report and financial statements. (ii) He stressed that, given that the external auditors have recommended an unqualified audit opinion and no report necessary on the accounts, this should give the Board sufficient assurance to approve the accounts. (iii) He indicated that following approval it will be necessary for the C&AG to certify the accounts before they are laid at the Assembly before the summer recess on 2 July 2010. <p>Mr Keyes drew the Board's attention to the Statement of Internal Control which gave a very positive view of the strength of internal control and corporate governance in HSENI.</p>	

	<p>He then pointed to the Statement of Financial Position which showed a deficit. This, he explained, was due to HSENI having to carry the liability for the equal pay settlement without being able to set this off against guaranteed cover. This state of affairs applied across the NICS and would be rectified in the current year.</p> <p>Mr Gillvray noted the length of the narrative section, some 100 pages, and asked if in future years, if only as means of reducing preparation time and publishing costs, it could be reduced in size.</p> <p>Mr Lyons felt that the document presented a very full account of the work undertaken by HSENI.</p> <p>Mr Keyes indicated that consideration had been given to a shorter document but this had been rejected as it was necessary to embrace as fully as possible the many varied and diverse aspects of HSENI's service delivery. He did see merit in considering a précis version that could be used for marketing purposes although he cautioned against proceeding on this in light of the pressure on public finances.</p> <p>Clarification was given in regard to a number of issues contained in the draft accounts viz the increase in car parking charges was due to an increase in staff located in Belfast City Centre and note 12 of the accounts contained standard wording required by DFP in all government accounts in respect of the equal pay settlement.</p> <p>On approving the Annual Report and Statement of Accounts 2009/10, the Board praised the hard work which had gone into the preparation of the document by HSENI staff.</p>	
13. A.O.B.	None	
14. Date and Venue of next Board Meeting	The next meeting will be held on 29 July 2010 at 10.00 am in the Robens Room, Ladas Drive.	
	There being no further business, the meeting closed at 11.10am.	

Minutes: Julie Leathem
Board Secretary Designate

Board Minutes adopted and approved

Peter McKie

Signed . _____Dated.....29/07/10.....
Peter McKie CBE, HSENI Chairman