



HSENI/37/10

MINUTES OF THE 63rd MEETING OF THE BOARD OF THE HEALTH AND SAFETY EXECUTIVE FOR NORTHERN IRELAND HELD ON THURSDAY 21 OCTOBER 2010 AT 10.00am IN LONGBRIDGE HOUSE, WARING STREET BELFAST

Present:	Board Members: Professor P McKie CBE – 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	HSENI Officials: Mr J Keyes – Chief Executive Mr D Breen – Deputy Chief Executive Mrs J Leathem – Board Secretary Miss D Duffy - HSENI
-----------------	---	---

The Chairman welcomed the Board to Longbridge House and thanked Dr Bryan Monson for his presentation and the staff for the opportunity to meet them.

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 Brendan Mackin	
2. Corporate Health, Safety and Welfare	Mr Keyes reported that: (i) Health, Safety and Welfare Inspections had been carried out in Ladas Drive and Longbridge House, led by himself and Dr Monson respectively. In both cases only minor housekeeping issues need to be addressed. (ii) Ahead of changes in fire regulations advice was being sought from DFP Fire Surveyors. (iii) One minor first aid incident occurred in Ladas Drive when a member of staff suffered a cut to the forearm from contact with a door latch. (iv) Fire evacuation drills have taken place successfully in Ladas Drive and Longbridge House.	
3. Declaration of Conflict of Interest(s)	None declared	
4. Minutes HSENI/30/10	The minutes of the Board meeting were approved and adopted.	

<p>5. Matters Arising and Agreed Actions:</p>	<p>Matters Arising (i) NIAO VFM Report - of the 12 recommendations 7 have been completed and the other 5 are currently being progressed. Progress will be monitored by the ARMC. (ii) Health & Safety Strategy – Public consultation closed at the end of September with ten responses received mostly from District councils who were supportive. Ministerial consent is now being sought to allow the strategy to be published in January 2011. (iii) Corporate Plan – Completion of draft has been delayed pending outcome of the CSR. This delay could accommodate further comments from Board members. Agreed Actions (i) NIAO VFM report was issued to Board members. (ii) Mrs Maitland confirmed that a letter had been issued to Castlereagh Borough Council thanking them for appointment of the PLO, Mr Barry Rooney. (iii) Board members comments on Draft Corporate Plan received. (iv) Finance report now contains expenditure details and assurance statement on procurement. (v) Programme of joint visits with field staff now being drawn up.</p>	<p>Action Board members to send comments on draft Corporate Plan to Board Secretary. Board Members</p>
<p>6. Audit and Risk Management Committee Report HSENI/32/10</p>	<p>Mrs Lowry, Chair of the Audit and Risk Management Committee (ARMC), presented the report and highlighted the following items: (i) ARMC members met with PwC before the full ARMC meeting on 14 October 2010 to discuss the shape and scope of the 2010 internal audit programme. (ii) Consideration was being now given to an external review of Internal Audit. ARMC would be seeking advice from DETI on how to proceed. (iii) PwC advised that as well as considering current risks, emerging risks also need to be considered. (iv) A revised and updated Risk Register has been drawn up and will come into use in the third quarter. Mr Collins who attended the last DAC meeting reported on the positive view being taken by the Department as regards the strength of internal control within HSENI.</p>	
<p>7. HELANI Committee Report</p>	<p>Mrs Maitland, in the absence of the minutes of the HELANI meeting held on 13 October, reported that the Planning and Development Group had met on a number of occasions and were making very positive progress in developing partnership opportunities. She was pleased to report that the recently appointed Partnership Liaison Officer was beginning to make an impact in developing the partnership.</p>	
<p>8. Chief Executive's Report HSENI/33/10</p>	<p>Mr Keyes highlighted the following: Oversight and Liaison meeting – This meeting was due to take place on 26 October. This would be an</p>	

	<p>opportunity to explore with the Department the likely impact of the CSR settlement.</p> <p>Meeting with Director of HSE Scotland – This very productive meeting between Dr Paul Stollard HSE and HSENI’s Senior Management team took place on 27 September. The meeting focussed on sharing intelligence and opportunities for joint working/cost sharing.</p> <p>Tripartite Anglo-Irish Forum - This took place on 8 October. The main areas covered were the Lord Young Review, the accreditation scheme for safety consultants and carbon monoxide (CO) poisoning. In the latter regard all parties i.e. GB, ROI and NI were of the view that it would be inappropriate to legislate as regards the installation of CO alarms. However their use should be encouraged but only as a second line of defence. In the Board discussion of this point Mr Fawcett asked that his view that the fitting of CO alarms should be made compulsory by law be recorded in the minutes.</p>	
<p>9. HR Report HSENI/34/10</p>	<p>Mr Breen updated the Board in regard to the HR Report and highlighted the following items:</p> <p>Sickness Absence HSENI shows continued lower levels compared with DETI and the NICS generally. He indicated that in future in addition to recording absence rates there would also be an emphasis on the high level of attendance.</p> <p>Learning and Development Various training opportunities have been rolled out across HSENI with staff currently attending training courses.</p> <p>Staffing Issues A vacancy for a workplace health nurse still exists after a second attempt to fill it. Unfortunately of the four people who applied none passed the sift.</p> <p>liP Accreditation HSENI is due for liP re-accreditation in 2011. In advance of this an Action Plan is being drawn up based on the outcomes of the Staff Attitude and Stress Surveys. This will be taken forward by the Continuous Improvement Team who will also consider whether to opt for an liP check-up ahead of the re-accreditation exercise.</p>	
<p>10. Finance Report HSENI/35/10</p>	<p>Mr Breen referred to the Report and highlighted the following items:</p> <p>DRC Expenditure Mr Breen explained the current and projected financial position. He indicated that midyear spend was lower than anticipated due to outstanding back pay commitments. A bid for £28k to cover additional running costs associated with Longbridge House was unsuccessful. There has also been a technical surrender of £241k. These monies were previously allocated for fuel oil enforcement but are</p>	

	<p>no longer required.</p> <p>Programme Expenditure Mr Breen pointed out that the budget includes successful capital bids amounting to £11k to cover laboratory equipment. Mr Breen reported that some expenditure for services was being held back into the latter half of the year to cover potential legal costs associated with investigations and court cases.</p> <p>Approvals of procurement in excess of £50,000</p> <p>Mr Breen indicated that of the three approvals being sought the two related to campaigns had previously been authorised in principle by the Board when it approved the current operating plan. The third approval was at pre-tender stage. He gave an assurance to the Board that the two campaign tenders had proceeded in line with Purchasing Guidelines and through the strictures of the government procurement route with HSENI working closely with the Central Procurement Directorate.</p> <p>The Chairman in accepting these assurances asked that the Board be advised at the earliest opportunity of procurement activity that fell above the delegated threshold. This sentiment was echoed by the Board who also took reassurance from the explanations given. The Board duly authorised the expenditures.</p>	
11. Legislation Report HSENI/36/10	Mr Breen presented the Legislation Report. The Board 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.	
12. A.O.B.	(i) Lord Young Review It was confirmed that all Board members had received a copy of the Lord Young Report. It was agreed that the report would considered fully at the next board meeting.	
13. Date and Venue of next Board Meeting	The next meeting will be held on Thursday 20 January in Ladas Drive.	
	There being no further business, the meeting closed at 12.50pm.	

Minutes:

Julie Leathem
Board Secretary

Board Minutes adopted and approved:

Signed: 

Dated: 20/01/11

Peter McKie CBE, HSENI Chairman

...