

MINUTES OF THE 67TH MEETING OF THE BOARD OF THE HEALTH AND SAFETY EXECUTIVE FOR NORTHERN IRELAND HELD ON THURSDAY 28 JULY AT 10.00AM IN ROBENS ROOM, LADAS DRIVE, 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 Mr L Fawcett Mr C Cleland	HSENI Officials: Mr J Keyes – Chief Executive Mr D Breen – Deputy Chief Executive Mrs J Leathem – Board Secretary Miss Danielle Duffy - HSENI
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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
1. Apologies	None	
2. Corporate Health, Safety and Welfare	It was confirmed that a needs analysis of the Personal Safety Training of HSENI staff who deliver front line services had recently been completed. This indicated that 22 staff require either basic or refresher training. This training will take place before the end of September 2011.	
3. Declaration of Conflict of Interest(s)	No conflicts of interest were declared. One declaration was made in respect of a gift (value c. £12.00) received by a Board Member during a joint visit with an inspector. It was emphasised that the default position in respect of gifts offered during an operational visit was to decline these. It was agreed that Board guidance on gifts and hospitality should be re-issued.	Copy HSENI Policy regarding Gifts and Interests to be sent to all Board Members. J Leathem

<p>4. Minutes</p> <p>HSENI/18/11 HSENI/22/11</p>	<p>The minutes of the 65th and 66th Board meetings were approved and adopted.</p>	
<p>5. Matters Arising:</p>	<p>Matters Arising:</p> <ol style="list-style-type: none"> 1. It was confirmed that now that the ETI Committee had passed the Corporate Plan without comment it will be published in September 2011 <p>Agreed Actions:</p> <ol style="list-style-type: none"> 1. The Chairman and Deputy Chairperson participated in the recent lIP assessment. 2. Additional information on planned campaigns will be included in Finance Report at this Board Meeting. 3. Following a meeting between the Chair of ARMC and senior HSENI staff she was able to provide a positive assurance of the propriety of a technical transfer at the June Board meeting. 	
<p>6. Audit and Risk Management Committee Report</p> <p>HSENI/24/11</p>	<p>Audit and Risk management report was presented to the Board and noted.</p>	
<p>7. HELANI Committee Report</p> <p>HSENI/25/11</p>	<p>HELANI report was presented to the Board and the following highlighted:</p> <p>The Woodworking Initiative was the first large joint initiative delivered by the Councils and HSENI since the new partnership arrangements were introduced. The final report of the outcome of the project is available and shows a positive outcome to the initiative. This initiative is seen as an exemplar for future joint ventures.</p>	
<p>8. Chief Executive's Report</p> <p>HSENI/26/11</p>	<p>It was reported that the Chairman and Chief Executive had held useful meetings with the Chief Executive of HSEGB and the new Chairman and Chief Executive of the HSA. Each of these meetings provided an insight into how each organisation was facing up to the current financial stringency. The meetings also pointed to the importance placed in the annual Tripartite meetings.</p> <p>In considering events and campaigns the Board recorded its appreciation of the work staff had put into the Balmoral Show and indeed all the events and campaigns. Discussion took place about the current rate of fatalities in Agriculture and what support network was available</p>	

	<p>especially for older farmers. A suggestion was made that Young Farmers Clubs maybe enlisted to provide help. It was pointed out that HSENI is actively engaged with the Young Farmers Clubs network to ensure that key safety messages are being delivered. It was acknowledged that farm deaths were a problem that also affects GB as well as the ROI.</p> <p>The Board recorded its sadness at this loss of life and acknowledged that all is being done to prevent future deaths.</p> <p>After discussion the Board agreed to retain the Quarterly Monitoring Report in its current format but with the addition of target tracking information.</p>	
<p>9. HR Report HSENI/27/11</p>	<p>The Board was updated in regard to the HR Report and the following items were highlighted:</p> <p>Sickness Absence It was pointed out that a column had been added to the report to show how many days were lost due to long term sickness absence. It was also pointed out that HSENI operates a NICS wide Inefficiency Sickness Absence Policy, which is applied rigorously.</p> <p>Staff Complement and Vacancies The status of the current vacant posts within HSENI was explained to the Board. The Board expressed concern that on the face of it certain front line posts such as a “Gas Compliance Officer” was not being filled while administration posts were being filled. It was explained that each post that becomes vacant is being retained not abandoned and that any posts being filled are because of a pressing business need. Assurances were given that the current policy of selective filling was not impacting on inspection activity. It was confirmed that an EO1 vacancy in Legislation is due to be filled in August and a Grade 7 post in Legislation and Communications will hopefully be filled by December, with staff currently being temporarily promoted to cover this vacancy.</p> <p>liP Re-Accreditation It was reported that HSENI has been successful in retaining its liP accreditation with effect from 30 May 2011. This means that HSENI will continue to be officially recognised as an Investor in People organisation through to March 2014, when the next reassessment will be due.</p> <p>The Continuous Improvement Team will be examining the feedback and recommendations from the liP Assessors Report and, where appropriate, will embed the recommendations in the next evolution of HSENI’s Continuous Improvement Action Plan.</p>	<p>Action Board Member to be provided with copy of liP Assessors Report. D Breen</p>

	An NICS Staff Attitude Survey will also be rolled out later this year with a key focus being on employee engagement.	
10. Finance Report HSENI/28/11	<p>DRC Expenditure: The current and projected financial position was explained to the Board. It was confirmed that the budget was on track.</p> <p>Programme Expenditure: The slow start to the Programme budget spend which is currently running at 6% is in keeping with previous years. Spend will ramp up once key operational campaigns begin to take effect in the Autumn.</p> <p>Campaign Expenditure: It was explained that Annex C provided more detail on the three campaigns previously approved in principle. The Board noted the slight variation on overall budgets and approved these. It was agreed that as part of normal Chief Executive Report feedback would be provided on the campaign outcomes.</p>	<p>Action Board Member to be provided with copy of research paper relating to CO awareness campaign. D Breen</p>
11. Legislation Report HSENI/29/11	In noting the Legislation Report the Board requested that the legislative process presentation, which had been put in abeyance owing to the Head of the Legislation Unit being unavailable due to ill health be revisited.	<p>Action Member of legislation unit to speak to Board D Breen</p>
12. A.O.B.	None	
13. Date and Venue of next Board Meeting	The next meeting will be held on 20 October 2011 at Longbridge House.	
	There being no further business, the meeting closed at 11.15am.	

Julie Leathem

Board Secretary

Board Minutes adopted and approved:

Signed: 

Dated: 20/10/11

George Lucas, HSENI Chairman