

**MINUTES OF THE 68th MEETING OF THE BOARD OF THE HEALTH AND SAFETY EXECUTIVE FOR NORTHERN IRELAND HELD ON THURSDAY 20 OCTOBER 2010 AT 10.00AM IN LONGBRIDGE HOUSE, WARING STREET BELFAST**

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| <b>Present:</b> | <b>Board Members:</b><br>Mr George Lucas – Chairman<br>Mrs S Lowry – Deputy Chairperson<br>Mrs B Maitland<br>Mr C Cleland<br>Mr P Lyons<br>Mr J Collins | <b>HSENI Officials:</b><br>Mr J Keyes – Chief Executive<br>Mr D Breen – Deputy Chief Executive<br>Mrs J Leathem – Board Secretary<br>Miss D 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 |
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| 1. Apologies                              | Mr L Fawcett, Mr G Campbell and Mr B Mackin.  |  |
| 2. Corporate Health, Safety and Welfare   | It was confirmed that 20 members of staff had undergone Personal Safety Training in September. Also a Health Safety and Welfare Inspection had been carried out in Ladas Drive in August and in Longbridge House in October; both revealed no significant issues.   |  |
| 3. Declaration of Conflict of Interest(s) | No conflicts of interest were declared.   |  |
| 4. Minutes HSENI/30/11                    | The minutes of the Board meeting on 28 July were approved and adopted.  |  |
| 5. Matters Arising                        | <p>Matters Arising:</p> <ol style="list-style-type: none"> <li>1. The Annual Report, Corporate and Operating Plans were all published in early September. The new design layout which aligns with the Joint Strategy document was welcomed by the Board.</li> </ol> <p>Agreed Actions:</p> <ol style="list-style-type: none"> <li>1. Policy on Gifts and Hospitality was re-issued to all Board members.</li> <li>2. liP Assessor's Report was provided as requested.</li> <li>3. The Carbon Monoxide campaign research paper was provided as requested.</li> <li>4. Legislation Presentation has been planned for the April 2012 Board meeting.</li> </ol> |  |
| 6. Audit and                              | The report was presented and the following items noted:   |  |

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| <p>Risk Management Committee Report<br/>HSENI/32/11</p> | <ol style="list-style-type: none"> <li>1. Sitting alone the ARMC committee met HSENI's Internal Auditors PwC.</li> <li>2. Internal Audit Quality Assessment Framework produced by PwC was favourable.</li> <li>3. The external assessment of HSENI's Internal Audit will be completed by the end of December 2011.<br/>The need for this type of exercise to be repeated across Departments on the same contractor was raised at the recent DAC.</li> <li>4. A paper outlining ARMC effectiveness is currently at draft stage and will be presented at next Board meeting in January 2012.</li> <li>5. A new format for the Risk Register is under consideration with the intention of introducing it in the next financial year.</li> <li>6. HSENI's internal control is robust as shown by the "Report to those charged with Governance", issued by NIAO which was presented at last Board meeting in draft form and subsequently signed off by the Comptroller and Auditor General.</li> </ol>  |   |
| <p>7. HELANI Committee Report<br/>HSENI/33/11</p>       | <p>There was nothing to report other than the fact that the HELANI committee will meet again on 10 November 2011.</p>  |   |
| <p>8. Chief Executive's Report<br/>HSENI/34/11</p>      | <p>The following items were highlighted by CEX:</p> <ol style="list-style-type: none"> <li>1) The Office of the Lord Chief Justice has indicated that, following its consideration of HSENI's response to its consultation, Health and Safety Offences Causing Death will be added to its Sentencing Guidelines Priority List. This is seen as a first step in bringing Northern Ireland into line with sentencing practice in England and Wales.</li> <li>2) HSENI embarks on a busy period of campaigns and events over the next few months. This activity will be reflected in increased drawdown of budget.</li> <li>3) The issue of the illegal filling of liquefied petroleum gas cylinders was raised by a Board Member. It was pointed out that although such activity fell outside of HSENI powers the matter would be raised at the Gas Safety Forum some of whose members had primacy in such matters.</li> <li>4) Reported fatalities were discussed. It was again noted the predominance of farm related deaths involving older farmers. The Chairman indicated that he would be meeting the President of the Ulster Farmer's Union to suggest the establishment of a task force to address this matter.</li> </ol> | <p><i>Issue of illegal filling of Gas cylinders to be raised with Gas Safety Group.<br/>J Keyes</i></p> |
| <p>9. HR Report<br/>HSENI/35/11</p>                     | <p>The Board were updated in regard to the HR Report and the following items highlighted:</p> <p><b>Sickness Absence:</b><br/>It was reported that HSENI's sickness absence rate for August (the latest NISRA figures) was 1.0% compared with DETI's at 2.6% and NICS at 3.3%. No warnings were issued during this period.</p> <p><b>Staff Complement and Vacancies:</b><br/>The staff complement sits at 131 with 6 vacancies. Vacant posts will</p>  |   |

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|  | <p>be kept under continuous review in line with budget allocations.</p> <p><b>NICS Staff Attitude Survey:</b><br/>The HSENI response rate to the survey was 82.3% which was greater than the other participating Departments and Agencies. It is expected that the final results of this survey will be available in the early New Year with a headline report emerging in late October. The findings of this survey will be merged with the findings from the Stress and liP surveys and will be incorporated into an Action Plan by the Continuous Improvement Team.</p> <p><b>Continuous Improvement Team:</b><br/>Of the 27 recommendations in the current action plan 25 have been completed.</p> | <p><b>Board to be appraised of the outcome of the Staff Attitude Survey when available.</b><br/><b>D Breen</b></p> |
| 10. Finance Report<br>HSENI/36/11        | <p><b>DRC Expenditure:</b><br/>Expenditure is on track.</p> <p><b>Programme Expenditure:</b><br/>As in previous years expenditure will be end loaded as campaigns come to fruition.</p>  |  |
| 11. Legislation Report<br>HSENI/37/11    | Report noted by Board Members.   |  |
| 12. A.O.B.                               | <ol style="list-style-type: none"> <li>1. The issue of the process to appoint the next Chief Executive was noted by the Board.</li> <li>2. The dates for Board and ARMC meetings for 2012 were presented to and adopted by the Board subject to consideration being given to two date clashes (2 Board members) and starting time (1 Board member).</li> </ol>   | <p><b>Board Meeting dates to be reconsidered</b><br/><b>Chairman</b></p>   |
| 13. Date and Venue of next Board Meeting | The next meeting will be held on Thursday 26 January in Ladas Drive.   |  |
| 14. Presentation                         | A presentation was given on Farm Safety which engendered considerable debate and a hope that the Chairman's personal commitment to spearheading a task force will be successful. There being no further business, the meeting closed at 12.20am.   |  |

Julie Leathem

Board Secretary

Board Minutes adopted and approved:

Signed: 

Dated: 26/01/12

**George Lucas, HSENI Chairman**