

**Minutes of the HSENI Senior Management Team (SMT) Meeting
Tuesday 17 May 2011, Longbridge House, Belfast**

In attendance J Keyes (Chair)
D Breen
K Toner
B Monson

1. Apologies None

2. Minutes of last meeting – The minutes of the last meeting held on 4 April 2011, which had been previously circulated, were approved and adopted.

3. Update on Agreed Action Points

- Next health, safety and welfare inspection will be led by Dermot Breen.
- Strategic Internal Audit Plan endorsed by ARMC and Board.
- Staff Budget Allocation information bulletin issued.
- Budget holders informed of allocations for FY 2011/12.
- SMT will meet IiP Assessor on 24 May 2011.
- Assignment Table is being cascaded to staff.
- Revisions to BCP are in hand.
- MIRP being progressed.
- SMT attended pre Board meeting presentation to outgoing Chairman.
- Suggested topics forwarded to DETI for inclusion in its lunchtime seminar programme.
- Media training now includes all SMT members and Chairman.

4. Corporate Health, Safety and Welfare

It was confirmed that the management led inspection of Ladas Drive would take place on 23 May 2011, with a new inspection team comprising Dermot Breen, Adrian Harris HR/Premises and Ray Coey, NIPSA H&S Representative.

It was noted that there was one reportable incident in the previous month, when a member of staff tripped and fell during a site visit. The incident has been investigated.

The matter of how staff view personal safety was raised. After discussion it was agreed that staff should be encouraged to avail of forthcoming training. In addition it was agreed that further consideration should be given as to the adequacy of training and advice provided.

Action: Encourage staff to participate in future training and review existing training provision and guidance. All

5. Audit, Risk Management and Finance

It was reported that at the last ARMC meeting, the Annual Internal Audit Report was presented by PwC. This confirmed that the level of assurance provided was substantial overall and for all of the five areas audited. It was also reported that the Strategic Audit Plan, for the 4 years 2011-2015, was endorsed and that the NIAO presented its Audit Strategy for HSENI's 2010/11 accounts. In regard to this, it was pointed out that the time pressures on staff to complete this audit, given the requirement to lay the accounts at the NI Assembly before the summer recess, were significant.

It was reported that the draft accounts for 2010/11 were nearing completion ahead of the external audit and that no issues had been identified. The final outturn is likely to show a small underspend of around 3% of budget (~£200k).

In regard to Budget 2010, it was agreed that the Department would be approached regarding the virement strictures between Resource Budget sub-heads.

It was confirmed that the Board has approved, in principle, expenditure in relation to three awareness campaigns viz gas safety, farm safety and maintenance safety, as each exceeded the delegated limit of £50,000.

It was noted that HSENI has been asked to contribute to a Review of the Financial Process in Northern Ireland. The meeting also acknowledged receipt of directions from the centre in regard to the use of consultants and the Government Advertising Unit.

6. HR

It was reported that during March, 7 staff were absent for a total of 63 days at a total cost of £7,661. The HSENI absence rate was 2.4%, whilst that of NICS was 3.6% and DETI 2.2%.

Confirmation was sought that the scale of the absence rate was due to a small number of staff being on long term sickness absence. This was again confirmed, as was the fact that the figures did not indicate any underlying absence management issues. Indeed the percentage of staff at work over the period was 94.5%.

It was also reported that for the year ending 31 March 2011, the average days lost per member of staff in HSENI was 7.1 days.

It was confirmed that there were no warnings issued in the period.

It was confirmed that four vacancies continue to exist for a Principal Inspector, a Trainee Inspector, a Workplace Health Nurse and an AO and that HSENI was not planning in filling these posts due to future DRC pressures. Two further vacancies will occur in June, both within the Legislation Unit. As a consequence of having to maintain legislative parity with GB and help ensure, in particular, the timely transposition of EU directives, steps will be taken to fill these posts.

Action: Take appropriate steps to fill the PO and EO1 posts within in the Legislation Unit. Mr Breen

It was confirmed that the IiP assessor would conduct staff interviews over the two days of 24 and 25 May 2011. These would include Board members.

The SMT welcomed the production of the Learning and Development Report for 2010/11. This provided convincing proof that HSENI puts great store in training staff and encouraging their development.

The SMT also welcomed the quarterly update on the progress being made to implement the CIT action plan. It wholeheartedly agreed to the running of Q&A sessions for staff both at Ladas Drive and Longbridge House.

Action: Arrange SMT/Staff Q&A sessions for Ladas Drive and Longbridge House. Mr Breen

7. Case and Project Work

An updated table showing the current caseload of the Major Investigation Team (MIT) was provided. Out of the 39 cases, 19 cases were currently being investigated, while the remainder were either with the PPSNI (1 case), or in the court system (19 cases). Whilst an assurance was given, that having reviewed the caseload with the Head of the MIT, that the current workload of MIT was manageable, this situation was unlikely to be sustained in the future. It was agreed that a closer look should be taken at workloads, both current and potential, with a view to striking the right balance.

Action: Arrange meeting with interested parties to discuss MIT workload. Mr Toner

It was reported that HSENI was engaged in a Health and Safety Tribunal case, concerning the non-renewal of an asbestos licence.

A very positive report was given of HSENI's attendance at the Balmoral Show, with the stands attracting a lot of interest.

Planning was advancing well in regard to the maintenance campaign with inspector guidance completed, a micro site in development and training planned for June.

Work was also progressing, post the Godstone Report, into an Outbreak of e-coli infection, into the development of guidance and the running of a sectoral event in October 2011.

It was also reported that significant progress had been made in promulgating the HSE Stress Management Standards both within District Councils and Government Departments.

It was confirmed that the recently launched HSENI e-Newsletter had now reached over 500 subscribers. This number would hopefully increase as HSENI's newly revamped home page has more "hits".

8. Business Planning

The Operating Plan 2011/12 and Corporate Plan 2011/2015 were being progressed. The OP had received Departmental approval and will now be submitted for Ministerial approval. The CP was currently at public consultation until mid June.

The draft Annual Report for 2010/11 was considered and endorsed.

A proposal was considered, whereby the email addresses used by HSENI and its staff would change to better reflect the HSENI "brand", increase visibility and simplify communication with customers. Currently all email addresses are based on a "detini" address in future this will change to "hseni". This proposal was agreed.

9. Performance Monitoring

It was reported that the final inspection outturn for the year 2010/11 was 7964 inspections. This comprised of 5963 health and safety inspections and 2001 gas safety inspections. It was again acknowledged that this outturn represented a considerable achievement by all the staff in HSENI and considerably exceeded the set target.

10. Board Business

It was reported that at the last Board meeting those Board members who had accompanied field staff on visits had found the experience to have been very worthwhile. Not only did they see at first hand the broad scope of the work that HSENI undertakes but also the professionalism of the staff involved.

11. A.O.B.

(i) Topic Assignments

It was agreed that the Topic Assignments should be placed on Sharepoint.

Action: Place Topic Assignments list on Sharepoint. Dr Monson

(ii) Compliance and Support Division Conferences

It was reported that these events had been a very useful means of sharing information and receiving feedback.

(iii) Mines Safety

It was noted that two gold mines are likely to begin operations in the foreseeable future. This will necessitate developing an inspection response plan.

Action: Develop a Mines Inspection response plan. Dr Monson

(iv) Log Splitter

It was acknowledged that HSENI has been involved in determining under the Machinery Directive the safety aspects of a Finnish made Log Splitter.

(v) IT Security Audit

The meeting was advised that OFMDFM has requested that all bodies undertake an IT security audit. It was confirmed that this will be built into the 2011/12 internal audit programme.

12. Date of next meeting

It was agreed that the next SMT meeting would be on 28 June 2011 at 9-30am in Ladas Drive.