

**Minutes of the HSENI Senior Management Team (SMT) Meeting
Monday 4 April 2011, Ladas Drive 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 8 February 2011 which had been previously circulated were approved and adopted.

3. Update on Agreed Action Points

- Step ladders provided to Gas Compliance Officers
- Additional place on ARMC filled – TOR amended
- IiP adviser presented findings to SMT on 4 March
- Draft CP and OP forwarded to DETI
- BCP table top exercise conducted 8 March
- Programme of joint visits for Board Members completed
- OSHCR sign-posted

4. Corporate Health, Safety and Welfare

Mr Keyes confirmed that Mandatory Fire Safety Awareness training will be provided to all staff over the period 12/13 April 2011.

Mr Keyes proposed that as part of a broader engagement it would now be appropriate for health, safety and welfare inspections of Ladas Drive to be led by Deputy Chiefs possibly on a rota basis. This approach would inject new impetus into the process.

Action: Future health, safety and welfare inspections to be led by the Deputy Chief Executives. All

Mr Breen reported that there were no reportable incidents in the previous month.

5. Audit, Risk Management and Finance

Mr Keyes confirmed that the broad scope and shape of the next strategic internal audit plan had been discussed at a meeting on 14 March attended by members of the ARMC , senior HSENI staff and PwC in its capacity as HSENI's internal auditors.

Action: Finalised Strategic Internal Audit Plan to be endorsed at next ARMC. Mr Keyes

Mr Keyes indicated that the annual internal audit report for 2010 would be presented by PwC at the ARMC on 5 April. The indications were that this was very positive providing an overall substantial rating. He acknowledged that this outcome bore testament to the hard work and professionalism of HSENI's staff across the organisation.

Mr Breen referred to the Risk Register for the period ending 31 March 2011. He was able to confirm that no new risks emerged and that no risks crystallised in the period.

Mr Breen reported that provisional budget outturns for the 2010/11 FY were showing these coming within or close to accepted tolerances.

He also confirmed that the budget for 2011/12 had been confirmed along with indicative budgets for the following three years 2012/15. Analysis of these revealed DRC pressures in years 3 and 4 of the budgetary cycle.

Mr Keyes asked that now that the budgetary picture for the next four years was clearer that the detail be shared with HSENI staff.

Action: Issue information bulletin to staff concerning the 2011-2015 budget allocation. Mr Keyes

Mr Breen indicated that budget holders would also be informed of their specific allocation for the coming year and of the need to complete economic appraisals and seek the necessary permissions under the rules of delegation.

Action: Inform budget holders of allocations for FY 2011/12. Mr Breen

Mr Keyes noted the positive steps being taken by FMU in drawing staff attention to the amendments to the PR1 form and the need for all PR1 forms to be fully and correctly completed for every purchase. In addition he noted that all staff had been recently reminded of the need to adhere to HSENI's Purchasing Guidance.

6. HR

Mr Breen reported that during February 10 staff were absent for a total of 100 days at a total cost of £11,900. The HSENI absence rate was 4.1% whilst that of NICS was 3.9% and DETI 2.6%.

Again Mr Keyes sought confirmation that the scale of the absence rate was largely due to a small number of staff being on long term sickness absence associated with major health issues. Mr Breen confirmed that

this was the case and that absences continued to be managed in accordance with NICS policy. Indeed the percentage of staff at work over the period was 92%.

Mr Breen confirmed that there were no warnings issued in the period.

He then confirmed that vacancies exist for a Principal Inspector, a Trainee Inspector, a Workplace Health Nurse and an AO. It was acknowledged that given the future DRC pressures HSENI had no immediate plans to fill these posts.

Mr Breen confirmed that the IIP re-accreditation assessment would take place during the week commencing 23 May and would be led by Stephanie McCutcheon. A planning meeting has already been held with the assessor who asked to meet the SMT on 24 May.

Action: SMT to meet IIP assessor on 24 May 2011. All

Dr Monson referred to the table showing the Principal and Inspector assignments covering specific professional and topic areas. It was agreed that this represented the best deployment of colleagues based on current and planned business needs. It was also reflective of individual professional expertise and interests. It was agreed that this should now be cascaded to staff through Divisional and Group team briefings. The SMT endorsed the assignments table.

Action: Cascade Assignments Table to all relevant staff via Divisional and Group Team briefings. All

Mr Toner drew the meeting's attention to the greatly reduced professional training being offered by HSEGB in the coming year and indicated that HSENI would need to be even more selective in its uptake of this training.

Dr Monson and Mr Toner both reported their positive experiences of undertaking 22 month re-banding visits with trainee inspectors.

7. Case and Project Work

Mr Toner provided an updated table showing the current caseload of the Major Investigation Team (MIT). Out of the 41 cases 20 cases were currently being investigated, while the remainder were either with the PPSNI (4 cases) or in the court system (17 cases). Mr Toner gave an assurance that having reviewed the caseload with the Head of the MIT that the current workload of MIT was manageable.

Mr Toner reported that the student accommodation carbon monoxide (CO) awareness initiative was now complete with 340 properties

visited. At these visits guidance was given when appropriate and where no CO alarm was fitted the occupants were provided with a CO alarm free of charge.

He also reported that the Asbestos Seminar had been attended by 200 delegates and even at that level was oversubscribed. The seminar was well received and demonstrates the commitment of both HSENI and the sector in ensuring that the highest standards are applied and maintained.

Finally he mentioned how well the current Older Farmers Farm Safe Campaign was progressing using a range of communication channels including local radio advertising. Mr Keyes acknowledged the importance of the campaign and was struck by the campaign creative which features powerful messages from grandchildren to their grandfather farmers.

Dr Monson updated the meeting in respect of the Asbestos Duty Holders campaign which had reached a stage to permit the analysis of the fieldwork carried out.

He then reported on the development of the Maintenance Campaign. This was still very much in the planning phase necessitating dialogue with the District Councils and the preparation of inspector guidance.

He also mentioned the E Coli campaign which had already produced joint HSENI/District guidance for the operators of animal attractions such as open farms as well as guidance for inspectors. This he indicated will be followed by an advisory phase, an awareness event for the sector and finally an enforcement phase.

Finally he reported that the Silica Campaign which will focus on the work being undertaken by Stone Masons was also progressing satisfactorily.

8. Business Planning

Mr Breen reported that both the draft Operating Plan and draft Corporate Plan had each been progressed to the next stage. The OP had been lodged with DETI for consideration and the CP had gone out to public consultation with a deadline for comments of the 10 June 2011. He also reported that the joint strategy developed with the district councils had been successfully launched by the Minister at an event on 17th February.

Mr Keyes indicated that the recent table top test of the Business Continuity Plan had been a great success. He acknowledged the support of colleagues from DETI in facilitating the test.

Action: Follow up on the various improvements identified with a view to revising the plan. Mr Breen

Dr Monson reminded colleagues of the need to finalise the draft Major Incident Response Plan (MIRP).

Action: Ensure MIRP is finalised. All

9. Performance Monitoring

Mr Toner provided a provisional inspection outturn for the quarter ending 31 March 2011. This showed a total of 5806 inspections over the full year along with an additional 2001 gas safety specific inspections. These figures indicate that both Operating Plan and Corporate inspection targets will have been met and exceeded.

The SMT welcomed this state of affairs and paid tribute to the hard work of all staff across all sectors for delivering a very productive year.

10. Board Business

Mr Keyes reminded members of the SMT that the next Board meeting on 21 April would be the setting for a presentation to Professor McKie to mark his retirement after serving two three year terms as Chairman.

Action: SMT to attend pre Board meeting presentation event. All

Mr Keyes reported that Mr John Gillvray had stood down from the Board effective 12 March 2011. He will be advising the Department not to fill this single vacancy given that there will be a planned stand down of 4 Board members in September 2012 when each will have completed the maximum of two consecutive 3 year terms. The resulting cumulative vacancies can then be filled by a public appointments competition conducted by DETI.

11. A.O.B.

(i) 2010 NI Assembly Election

The SMT noted the guidance issued to all staff about the protocols and behaviour to follow both pre and post the election. It was noted that a First Day Brief will be required for the incoming DETI Minister.

(ii) DETI Lunchtime Seminars

HSENI has been asked to consider topics for inclusion in the forthcoming lunchtime seminar programme. This presents an opportunity to inform the broader DETI family of the work

undertaken by HSENI, e.g. HSWNI, as well as a platform to promote health and well being initiatives.

Action: Forward topics to DETI for inclusion in the lunchtime seminar programme. Mr Keyes

(iii) Media Training

Mr Breen asked if the proposed media training programme fulfilled HSENI needs. Mr Keyes indicated a desire that all the SMT be included in addition to the new Board Chairman.

Action: Recast Media Training Plan to be include all of the SMT and the Board Chairman. Mr Breen

(iv) Business Advisory Centres (BACs)

Mr Breen pointed out that InvestNI was about to set up across NI a number of BACs aimed at working with small businesses. HSWNI will be following up on this with a view to contributing.

(v) Compliance Division Conference

Mr Toner reported that the annual Divisional conference would be held on 17 May 2011 in Loughry College Cookstown.

12. Date of next meeting

It was agreed that the next SMT meeting would be on 17 May 2011 at 10-00am in Longbridge House.