

**Minutes of the HSENI Senior Management Team (SMT) Meeting
Tuesday 28 June 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 17 May 2011, which had been previously circulated were approved and adopted.

3. Update on Agreed Action Points

- Personal Safety Training event is being planned
- The vacancies in Legislation Unit are being progressed
- A Q&A SMT/Staff session was held on 20 June 2011 at Ladas Drive
- MIT workload review meeting held 23 May 2011
- The Professional and Topic Area Assignments list has been posted on Sharepoint
- Mines Inspection Response Plan is under development

4. Corporate Health, Safety and Welfare

It was felt important that all relevant staff are encouraged to attend the personal safety training.

Action: Ensure that the planned personal safety training is brought to the attention of all relevant staff who should be encouraged to attend. All

It was noted that the staff stress seminar held on 17 June was well attended and that it went a considerable way to raising the understanding of what can be a complex issue both for individuals and line managers. The seminar also covered related issues such as sick absence management procedures, including how to handle a phased return to work, warnings and appeal mechanisms.

It was confirmed that there had been one minor incident were a member of field staff tripped and fell during a site visit. This was not a lost time incident. It was also confirmed that the next inspection of Ladas Drive will take place in August. Presently attention is being paid to fire safety precautions in Longbridge House.

5. Audit, Risk Management and Finance

It was reported the Annual Report and Statement of Accounts together with the "Report to Those Charged with Governance" will be considered at both the next ARMC and Board meetings, which will be held on the 29 and 30 June respectively. These meetings will allow the ARMC to provide assurance to the Board on the standing of the internal control and the robustness of the accounts. The ARMC will also present its Annual Report to the Board. Once the Accounts are approved it will be necessary to lay them along with the Annual Report at the Assembly before the commencement of its summer recess.

Action: Lay HSENI Annual Report and Statement of Accounts at the NI Assembly before the commencement of its summer recess. Mr Breen

The Risk Register for the period ending 30 June was considered. It was acknowledged that no risks emerged and that no risks crystallised.

The publication of by the NIAO of Report by the Comptroller and Auditor General entitled – Good Practice in Risk Management was acknowledged. It was noted that HSENI was, given the scope and scale of its activities, abiding by the good practice contained in the report.

Action: Ensure that the NIAO Report – Good Practice in Risk Management is shared with relevant staff. Mr Breen

It was confirmed that the Test Drilling of Economic Appraisals (EAs) and Post Project Evaluations (PPEs) by DETI's Analytical Services Unit had shown that HSENI had satisfactory processes in place to meet the requirements for undertaking EAs and PPEs.

It was reported that the financial position was as might be expected for the first quarter, with a steady drawn down on DRC budgets and a slow start to drawn down as regards the Programme budget. A capital bid of £15k for laboratory equipment had been successful in the last quarter.

6. HR

It was reported that during April 7 staff were absent for a total of 46 days at a total cost of £5,559. The HSENI absence rate was 2.1% whilst that of NICS was 3.5% and DETI 1.7%.

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 staff absence continued to be managed in accordance with NICS policy. Indeed the percentage of staff at work over the period was 94.5%. It was confirmed that there were no warnings issued in the period.

It was also confirmed that there were 7 vacancies viz a Principal Inspector, a Trainee Inspector, a Gas Safety Compliance Officer, a Workplace Health Nurse, an AO, an EO1 and a PO.

As had been previously agreed steps will be taken to fill the PO and EO1 posts in order to build and maintain the critical mass necessary to deliver on HSENI legislation targets. The other posts will remain unfilled because of future DRC pressures.

Given the fluidity of the situation as regards retirements it was agreed that a further Manpower Planning Meeting should be convened.

Action: Arrange a Manpower Planning Meeting. Mr Keyes

It was confirmed that HSENI had retained its IiP accreditation following the assessment carried out over the 24 and 25 May 2011. The SMT acknowledged this very positive outcome, which reflected well on HSENI's staff who continue to display the highest levels of job commitment and satisfaction.

It was noted that a further NICS Staff Attitude Survey will be conducted during 2011/12. This will be in two parts with a general survey in September 2011 and a survey specific to equality issues and shared services in February 2012. HSENI will be able to embed organisation specific questions into the survey.

7. Case and Project Work

An updated table showing the current caseload of the Major Investigation Team (MIT) was provided. Out of the 37 cases 17 cases were currently being investigated, while the remainder were either with the PPSNI (5 cases) or in the court system (15 cases). It was again confirmed that the workload was manageable and was being actively managed.

Mention was made of an appeal to the Health and Safety Tribunal which arose from a refusal to renew an asbestos licence.

It was reported that the planning for the long term Maintenance Campaign was progressing satisfactorily. All field staff involved in

the campaign both from HSENI and the District Councils have been trained. A microsite is currently under construction.

Good progress was also being made in regard to the prevention of E Coli infections at Open Farms. Guidance has been produced and issued. In addition, a sectoral seminar is being planned for October 2011. Again this work is being taken forward in partnership with the District Councils.

It was reported that significant work was being done to streamline the regulation of first aid training in Northern Ireland. This has led to initial discussions regarding the development of a MOU, with the Health and Safety Authority of the Republic of Ireland, which would allow for mutual recognition of standards between the two jurisdictions.

8. Business Planning

The SMT acknowledged the update on the Business Continuity Plan and welcomed the prospect of a "live" test.

It was reported that the public consultation on the draft Corporate Plan 2011/2015 ended on 10 June 2011. The overwhelming response to the plan has been positive and having considered the comments received a revised version of the plan has been passed to the Minister who has approved its submission to the ETI Committee for its consideration.

It was reported that the Major Incident Response Plan was nearing completion. It was agreed that once this was in final form those staff directly involved in its execution should be given a briefing.

Action: Organise a briefing session for those staff involved in the delivery of the Major Incident Response Plan. Dr Monson

Work continues in respect of the Joint Strategy with meetings of the Planning and Development Committee. This exercise is proving beneficial to both groups in that it provides a heads up to future to joint operational planning.

9. Performance Monitoring

It was reported that the inspection outturn for the period ending 26 June 2011 was 1034 inspections. It was felt reviewing the figures that what is a below target outturn is more than likely attributable to data entry awaited on completed inspections.

It was acknowledged there will always be some lag time between the inspection and it being recording but that this should not be allowed to drift.

Action: All field staff to be reminded of the need for timely recording of all cases, interactions and maintenance project records. All

10. Board Business

It was confirmed that the Board would next meeting on the 30 June to consider the annual report and statement of accounts.

11. A.O.B.

(i) Racism

It was noted that a copy of the DETI Diversity Group's Factsheet No.6 on Racism had been provided to all staff.

(ii) Workplace Health Reconnaissance

It is planned to gather evidence of causal links between reported ill health and workplace exposures

(iii) Policy Developments

Attention was drawn to a number of GB based government initiatives that could possibly impact on HSENI's work i.e. Red Tape Challenge and Transforming Regulatory Enforcement.

12. Date of next meeting

Given vacation commitments it was agreed that the next SMT meeting would be on 23 August at 9-30am in Ladas Drive.