

**Minutes of the HSENI Senior Management Team (SMT) Meeting  
Tuesday 8 February 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 19 January 2011, which had been previously circulated, were approved and adopted.

**3. Update on Agreed Action Points**

- Work to re-model server room to create additional storage space has been taken forward.
- Meeting between members of the ARMC with PwC to draw up strategic internal audit plan will take place on 1 March.
- Inspector support for the delivery of Workplace Health Projects has been identified.
- SLA with PPSNI is being progressed.
- Planning for the Student CO initiative is progressing.
- Older Farmers safety campaign is being progressed.
- CER has been advised that HSENI will follow up with them regarding the registration of electrical contractors.
- Specialisms paper to be considered at a future SMT meeting.
- Field staff have been reminded of the importance of inputting timely and accurate information onto CMS.
- Programme for briefing Chairman Designate is being drawn up.
- Programme of joint visits by Board Members with field staff is being finalised.
- Briefing on the removal of the Article 30 bar is being planned.
- SIB has been informed of HSENI's nominee.
- Distribution of ID cards will take place ahead of the Student CO initiative.
- Briefing session on HSENI complaints handling procedures has been arranged for 11 February.

**4. Corporate Health, Safety and Welfare**

Dr Monson confirmed that he led a health, safety and welfare inspection of Longbridge House on 31 January 2011. He was joined by the local NIPSA safety representative Sam Andrews and the premises officer John Wilson. The inspection revealed no significant issues.

Mr Toner advised that in order to gain access to ceiling voids during inspections portable step ladders are to be provided to Gas Compliance

Officers. Assurance was sought that consideration would be given to both the suitability and functionality of the ladder as well as any training dimension.

**Action: Ensure step ladders provided to Gas Compliance Officers meet the appropriate standard and that appropriate instructions are provided . Mr Toner**

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

## **5. Audit, Risk Management and Finance**

Mr Breen confirmed that management was in the throes of responding where necessary to the six internal audit reports received from PwC. He indicated that the aim was to finalise the reports so that they could be considered at the next ARMC in April.

Mr Keyes reported that the Board had accepted a proposal to increase the size of the Audit and Risk Management Committee by one to avoid possible quorum issues. Steps were now being taken to fill this position from among the Board Members.

**Action: Ensure the additional place on the ARMC is filled and that the committee's terms of reference are amended to reflect this. Mr Keyes**

Mr Breen confirmed that 70% of the DRC budget had been expended as of the 31 December. Given this he was confident that the remainder of the budget would come in within spend tolerances by the end of the financial year.

He also confirmed that the programme budget was as in all previous years destined to be heavily end-year loaded. He confirmed that the budget was being actively managed with a view to it coming in within spend tolerances.

## **6. HR**

Mr Breen reported that during December 7 staff were absent for a total of 60 days at a total cost of £6,669. The HSENI absence rate was 2.5% whilst that of NICS was 4.4% and DETI 2.8%.

Again Mr Keyes sought confirmation that the scale of the absence rate was due to a small number of staff being on long term sickness absence associated with major health issues. Mr Breen confirmed that whilst this was largely the case, one warning had been issued concerning sickness absence during December and that this case was

being actively managed by DHR . He added that the percentage of staff at work over the period was 94.6%.

Mr Breen reported that the number of vacancies had now risen to two comprising the Workplace Health Nurse and an AO. A further vacancy will arise with the resignation of a Trainee Inspector who is leaving shortly to take up a post in industry. It was agreed that given the present pressure on public finances that steps would not be taken to fill the trainee inspector and workplace health nurse posts.

Mr Breen referred to the report produced by John Mulholland as a result of his IIP "health check". This indicated that HSENI was well placed to go forward for re-accreditation. It was agreed that Mr Mulholland should be invited to present his findings to the SMT.

**Action: Arrange for John Mulholland to present the findings of his review to the SMT. Mr Breen**

## **7. Case and Project Work**

Mr Toner provided an updated table showing the current caseload of the Major Investigation Team (MIT). Out of the 36 cases 14 cases were currently being investigated, while the remainder were either with the PPSNI (7 cases) or in the court system (15 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 significant progress had been made in taking forward the Student Accommodation Carbon Monoxide Initiative and the Older Farmers Safety Campaign.

Dr Monson reported that the Asbestos Duty Holders campaign was currently underway. In addition work had begun on inspecting cooling towers in relation to the prevention of legionnaires' disease. He also mentioned a review of the functionality of CMS in relation to next years work plan targets. Finally he indicated that preliminary work in relation to next year's Maintenance Initiative had commenced with the drafting of a project initiation document.

## **8. Business Planning**

Mr Breen updated the meeting in relation to the development of the health and safety strategy and the corporate and operating plans. In the regard to the former this would be launched on 17 February whilst

the latter would be finalised and forwarded to the Department for approval.

**Action: Forward draft Corporate and Operating Plans to DETI by end of February 2011. Mr Breen**

Mr Breen confirmed that a table top exercise would be held on 8 March 2011 to test HSENI Business Continuity Plan. The test would be facilitated by DETI.

**Action: Ensure attendance by all key staff. Mr Breen**

## **9. Performance Monitoring**

Mr Toner provided an inspection outturn for the quarter ending 31 January 2011. This showed a total of 5376 inspections of which 923 were gas safety inspections. In discussion it was agreed that with three months before the end of the reporting period the figures indicated that inspection targets for the year would be met or even exceeded.

## **10. Board Business**

Mr Keyes reported that he was seeking interest from Board members in regard to joint visits with staff. Once this exercise was finished he would draw up a visit programme.

**Action: Finalise joint visit programme for Board Members. Mr Keyes.**

## **11. A.O.B.**

### **(i) Occupational Safety and Health Consultants Register**

Mr Breen indicated that with the emergence of the Register it would be important for HSENI to signpost this via its website and to phase out the Directory of H&S Training Providers to avoid any confusion. He also suggested highlighting the register in the HSENI e- Newsletter.

**Action: Signpost new OSHCR on HSENI website and e-Newsletter. Mr Breen**

### **(ii) Gas Safe Register**

Mr Toner reported that a meeting was due with representatives from GSR to review the working of the scheme in Northern Ireland.

**(iii) Asbestos Seminar**

Mr Toner reported that interest was high for places at the forthcoming asbestos seminar for those engaged in asbestos removal. This reflected well on the desire of the sector to meet the highest standards given the high risk nature of the work.

**12. Date of next meeting**

It was agreed that the next SMT meeting would be on 29 March 2011 at 10-00am in Longbridge House.