

**Minutes of the HSENI Senior Management Team (SMT) Meeting
Tuesday 30 November 2010, 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 14 October 2010, which had been previously circulated, were approved and adopted.

3. Update on Agreed Action Points

- Quarterly Assurance Statement forwarded to DETI.
- HSENI has confirmed with Dr Stollard its intention to develop further the partnership with HSE Scotland.
- Provisional targets agreed and embedded in draft Corporate Plan 2011-14.
- HOG Operating Plan briefing held 15 November.
- DETI staff brief return made 26 October.
- The role of the NIFRS, in respect of Crown Offices under the new Fire Safety Regulations (NI) 2010, is being explored further.

4. Corporate Health, Safety and Welfare

Mr Keyes reported that Ladas Drive had been inspected by a fire surveyor from DFP. His overall assessment was that fire safety was of a high order. He did make a small number of recommendations to enhance standards. Dr Monson confirmed that the same exercise had recently been conducted in Longbridge House and had produced similar results. In addition there had been a successful fire evacuation drill.

Action: Ensure fire survey report recommendations are implemented. Mr Breen/Dr Monson.

Mr Breen reported that 13 staff from OSU/IAS had recently attended a 1 day personal safety training course.

Dr Monson reported that efforts were being made to sort out some residual heating issues in Longbridge House.

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

5. Audit, Risk Management and Finance

Mr Breen reported that the 2010 Internal Audit (IA) fieldwork had commenced on 22 November. This will cover five areas:- (1) Legislative Unit (2) New Finance System (3) Purchasing and Procurement (4) Inspection and Enforcement and (5) Workplace Health. PwC expect to provide management with draft reports by 17 December. Mr Keyes indicated that the ARMC had agreed to consider the finalised IA reports at its April 2011 meeting.

Mr Breen indicated that following inputs from the Risk Register Review Group, a revised Risk Register has now been developed and sought SMT's formal approval for its use. Mr Keyes welcomed the revised register and felt that it better reflected the environment in which HSENI is presently operating. He thanked the Review Group for their consideration of this important issue. SMT duly approved the revised risk register which would come into use for the first time when reporting on the third quarter of 2010/11.

Mr Breen confirmed that the HM Treasury based fraud risk assessment undertaken in HSENI had shown that strong internal control measures were in place.

On finance, Mr Breen reported, that the DRC budget was projected to come in on target with 55% of the budget expended by 31 October 2010. As in previous years the Programme budget spend, although end loaded, was projected to come in on target.

Mr Breen indicated the importance of having, for future financial planning, accurate estimates for all proposed operational plan 2011/12 activities.

Action: Ensure all HOGs submit fully costed estimated budgets for all planned activity within the 2011/12 OP. DCEXs

6. HR

Mr Breen reported that during October, 9 staff were absent for a total of 84.6 days, which equates to an absence rate of 3.3%. The comparison absence rate for the NICS for October was 4.1% and for DETI it was 3.7%.

Mr Keyes sought confirmation that the absences were 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 the figures did not indicate any serious underlying absence management issues. Indeed the percentage of staff without any sickness absence over the same period was 93%.

Mr Breen reported that there was still 1 unfilled vacancy that of the Workplace Health Nurse. It was agreed that further consideration needs to be given as to how the functions of this post may be discharged.

Mr Keyes welcomed the publication of the latest diversity factsheet dealing with mobility and the fact that it had been shared with all staff.

Mr Keyes hoped that it had been possible to facilitate the attendance of as many staff as possible at the recent NICS Live event in the Waterfront Hall.

Mr Breen tabled the Action Plan 2010-2011 prepared by the Continuous Improvement Team (CIT). He explained that the action plan was based on the findings of the NICS Staff Attitude Survey and the HSENI Stress Survey. Mr Keyes noted the comprehensive nature of the plan and the spread of responsibilities. He acknowledged the hard work of the CIT in analysing the survey outcomes and identifying meaningful actions. After discussion the SMT endorsed the plan and looked forward to contributing to its successful delivery, including its participation in staff Q&A sessions.

Mr Breen reminded the meeting that HSENI will go forward for IiP re-accreditation in April 2011. In preparation for this it had been agreed that HSENI would undergo an IiP "health check" facilitated by an IiP assessor. This has now been arranged and will entail a series of informal one-to-one interviews as well as group working. This will take place w/c 6 December over 4 days.

**Action: Encourage staff participation in this important activity.
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 34 cases 13 cases were currently being investigated, while the remainder were either with the PPSNI (7 cases) or in the court system (14 cases). Having reviewed the caseload with the Head of the MIT, he was able to give an assurance that the current workload of MIT was manageable.

Mr Keyes reported that he, along with Mr Toner and Mr Burns, had met senior officials within the PPSNI to discuss matters of mutual interest with a view to agreeing and signing a Service Level Agreement.

Action: Finalise and sign off Service Level Agreement between HSENI and PPSNI. Mr Keyes

Mr Toner indicated that the launch of the 2011 Child Farm Safety Calendar had been put back until 10 December when the Board Chairman will participate in the launch at Lisferty Primary School Dungannon.

Action: Ensure calendar launch receives appropriate publicity by issuing News Release and Photograph. Mr Toner

Mr Toner reported that there had been a successful 4 week focussed inspection initiative in the construction sector. The analysis of this had indicated progressive improvements in performance indicators for the industry over recent years. In addition progress was being made to sign a Memorandum of Understanding with Building Control to clarify roles and share intelligence.

Mr Toner then updated the meeting on his attendance at the first cross border Quarry Safety Conference held in Dundalk on 17 November. Over 130 delegates attended the conference and amongst the speakers was HSENI Board Member Pat Lyons.

Mr Keyes felt that to progress the maintenance priority in the operating plan, the DCEXs for Support and Compliance Divisions should consider drawing HOGs together, to facilitate a joined up approach to operational planning.

Action: Facilitate operational planning in regard to the priority topic of maintenance. Mr Toner/ Dr Monson

Dr Monson indicated that planning for the asbestos dutyholders campaign inspection phase was well advanced with training now having been given to 70 plus staff drawn from HSENI and the District Councils.

He also reported that HSENI had been given a seat on the new national HSE E Coli committee. Finally he reported that considerable progress had been made in streamlining first aid at work procedures in Northern Ireland.

8. Business Planning

Mr Breen reported that plans were well advanced for the publication and launch of the new Health and Safety Strategy for Northern Ireland.

Action: Organise appropriate launch event for new strategy. Mr Breen

9. Performance Monitoring

Mr Toner reported that as of 31 October there had been a total of 4,103 inspections, of which 739 were gas safety inspections.

Mr Keyes indicated that close attention needed to be paid to the spread of field inspections in the final quarter to ensure all output targets are met or exceeded.

10. Board Business

Mr Keyes reported that at the last Board meeting held on 21 October, the Board had endorsed the latest draft of the Corporate Plan 2011-14 and confirmed its approval for a number of items of expenditure related to awareness campaigns and publications.

Mr Keyes reported that the Minister was now, following a public appointments process, deliberating on the appointment of a new Chairman to succeed Professor McKie who stands down on 31 March 2011. The hope is that the Chair designate will be able to shadow the current chair for 3 months.

11. A.O.B.

(i) Health and Safety Regulation on Business

Mr Keyes indicated that he had responded to a request from the Minister for a paper outlining what steps HSENI was taking to reduce the burden on health and safety regulation on business.

(ii) Sentencing Guidelines

Mr Keyes reported that in addition to the current Ministry of Justice consultation on a Sentencing Guidelines Mechanism, the Lord Chief Justice's office was seeking views on a priority list of areas for sentencing guidelines. He indicated that HSENI will consider submitting a view on health and safety offences causing death.

Action: Draft response to the Lord Chief Justice's call for views on a priority list for sentencing guidelines.

Mr Toner

(iii) DETI Staff Brief

Mr Keyes asked that any contributions for the staff brief needed to be with CSU by cop on 1 December.

**Action: Submit contributions to CSU by cop
1 December. All**

(iv) Specialisms

Dr Monson reported that he and Mr Toner had been progressing the allocation of specialisms across HSENI and that they hoped to have this work completed before PDPs were finalised for 2011/12.

12. Date of next meeting

It was agreed that the next SMT meeting would be on 5 January 2011 at 9-30am Ladas Drive. A provisional timetable of meetings to be held in 2011 was agreed.