

**Minutes of the HSENI Senior Management Team (SMT) Meeting
Tuesday 14 October 2010, Robens Room, Ladas Drive**

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 September 2010 which had been previously circulated were approved and adopted.

3. Update on Agreed Action Points

- Fire Surveyors have inspected Longbridge House.
- Advice on stocking first aid kits has been issued.
- NIAO VFM Report recommendations have been added to ARMC progress monitoring table.
- Clarification is still being sought on the future funding of HSENI's IT development needs.
- Second progress report on the investigation of the Castlerock incident submitted to Minister on 16 September.
- HSENI will attend a DoJ sponsored seminar on the industrial use of explosives on 26 October.
- Information Security Policy has been posted on Sharepoint.
- Operating Plan 2011/12 briefing arranged for 15 November.
- Dr Monson will make a short presentation on the work undertaken by HSENI staff based in Longbridge House ahead of the Board meeting on 21 October.
- Manpower Planning Meeting held 23 September.

4. Corporate Health, Safety and Welfare

Mr Keyes led a health, safety and welfare inspection of Ladas Drive on 20 September 2010. This identified no major issues. However there remains on going problems associated with the lack of adequate storage facilities.

Mr Toner reported that there had been a successful unannounced fire evacuation drill at Ladas Drive.

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

5. Audit, Risk Management and Finance

Mr Breen tabled the Quarterly Assurance Statement (QAS). This revealed no significant issues.

Action: QAS to be signed off by Chief Executive and forwarded to DETI. Mr Breen

Mr Keyes reported that he had attended the Audit and Risk Management Committee (ARMC) meeting earlier that day. The ARMC had met with the Internal Auditors PwC and agreed the work programme for 2010 which will commence in the late autumn. The committee also endorsed the Accounts Direction issued by DETI and welcomed the progress being made on the implementation of the external and internal audit recommendations. The committee also considered the Risk Register for the period ending 30 September and were satisfied with the assurances given as to the status of the risks.

Mr Keyes indicated that he had informed the committee that a review of the risk register had been undertaken and that the revised risk register would come into use from 1 October.

Mr Breen reported that he had attended (along with the Deputy Chairperson), a meeting about Budget 2010 hosted by the DETI Minister on 1 October. The Minister, in confirming in broad terms the future budgetary pressures facing all public bodies, was unable to confirm the detail of HSENI budget indicating that that this would only be possible after the Budget announcement on 20 October.

Mr Breen reported that both DRC and Programme Budgets were being carefully managed. On the DRC front, as of 30 September (mid-year) some 45% of the budget had been spent. Any shortfalls will be more than made up for when back pay issues are resolved in the second half. He reported that whilst only 20% of programme budget had been spent at the half year the remainder would be drawn down by late autumn campaign spends and yet to be invoiced legal and other related expenses. Finally he confirmed that HSENI was now participating in the national fraud initiative on data sharing.

6. HR

Mr Breen reported that during August 6 staff were absent for a total of 60.9 days, which equates to an absence rate of 2.4% and a cost of £7,903. The comparison absence rate for the NICS for August was 3.7% and for DETI 3.1%. One warning had been issued.

Mr Breen confirmed that much of the absences were due to a small number of staff being on long term sickness absence associated with major health issues.

Mr Keyes again sought assurance that these figures did not indicate any underlying absence management issues. Mr Breen confirmed that this was the case

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.

7. Case and Project Work

Mr Toner provided an updated table showing the current caseload of the Major Investigation Team (MIT). Out of the 29 cases, 9 cases were currently being investigated, while the remainder were either with the PPSNI (10 cases) or in the court system (10 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 Toner reported that in line with the NIAO recommendation on the manning of the MIT, trainee inspectors would be given investigatory experience of bringing cases to the Magistrates Court.

Mr Keyes welcomed this development and saw it as a very positive commitment by HSENI to ensure the future professionalism of MIT

Mr Keyes mentioned the recent visit by the Director of HSE Scotland Paul Stollard on 27 September. He indicated that this visit had proved to be very productive and thanked Mr Toner for arranging it.

Action: Write to Dr Stollard confirming HSENI's intention to develop further the partnership with HSE Scotland. Mr Keyes

Mr Toner informed the meeting that the major public awareness campaign concerning carbon monoxide poisoning would be launched on 1 November by the DETI Minister.

Mr Keyes indicated that this campaign following as it does the Castlerock Incident will be a vitally important opportunity to educate all energy consumers of the risks they face if they do not ensure that appliances are both properly installed and regularly maintained. He welcomed the fact that the campaign will stress that carbon monoxide alarms are only a secondary line of defence.

Mr Toner also reported that the 2011 Child Farm Safety Calendar would be launched during November. Following this, over 15,000

copies of the calendar will be distributed among rural communities. Related to this campaign was ongoing work to involve Social Workers and Health Visitors who have contact with farm families in promoting child safety issues.

He also reported on a forthcoming cross border construction safety seminar to be held in Dundalk and a meeting of the Fuel Oils Forum in Omagh.

Dr Monson reported the successful launch of the asbestos dutyholder campaign on 27 September.

He also reported a number of "pilots" with Young Farmers Clubs through which HSENI is hoping to promote key farm health and safety messages.

He reported that significant work was being progressed across a range of work related health issues such as legionella, E coli and stress. In addition HSENI would be working with the PSNI in road side checks to ensure heavy goods vehicle compliance with ADR standards.

Finally Mr Breen reported that HSWNI was currently revamping the publication "Mind How You Go" as part of its SafeStart initiative. This work will entail focus group work with young people drawn from schools in Ballycastle and Belfast.

8. Business Planning

Mr Breen reported that the public consultation had ended on the draft Health and Safety Strategy on 27 September. The comments received were currently being considered.

Mr Breen indicated that further consideration needed to be given to the draft Corporate Plan before it progresses via the Minister to the ETI Committee. In discussion it was agreed to embed provisional targets given the lack of clarity surrounding future funding.

Action: Agree and embed provisional targets in the draft Corporate Plan 2011-14. Mr Breen

Mr Breen reminded the meeting that the 15 November had been agreed for a HOG briefing in regard to the Operating Plan 2011/12. Mr Keyes indicated a need to meet and consider the shape of the event.

Action: Arrange meeting to shape the OP briefing session. Mr Keyes

The SMT welcomed the BCP update provided by Mr Breen and his assurances on the status of the plan. Mr Breen also advised that consideration was now being given to running a desk top exercise to test elements of the plan.

9. Performance Monitoring

Mr Toner reported that as of 30 September there had been a total of 3,344 inspections of which 604 were gas safety inspections. It was agreed that 2,740 inspections at mid year augured well for HSENI meeting its annual inspection total.

10. Board Business

Mr Keyes reported on the Tripartite Anglo-Irish Health and Safety Forum meeting held on 8 October in Belfast and hosted by the HSENI Chairman. This had been a very productive meeting which touched on a range of current issues including the Lord Young Review, the Accreditation Scheme for Safety Consultants and Carbon Monoxide Poisoning.

11. A.O.B.

(i) DETI Staff Brief

Mr Keyes reminded colleagues of the need to feed in forward looking items by the deadline of 27 October.

**Action: Submit items for DETI Staff Brief by deadline.
All**

(ii) Fire Safety Regulations (NI) 2010

Mr Keyes indicated that these regulations would come into force on 15 November. He asked if progress could now be made to appoint the NIFRS to cover Crown Offices

**Action: Consider the appointment of the NIFRS to cover
Crown Offices. Dr Monson**

12. Date of next meeting

It was agreed that the next SMT meeting would be on 23 November at 10-00 am in Longbridge House.