

**Minutes of the HSENI Senior Management Team (SMT) Meeting  
Tuesday 29 September 2011, Robens Room, Ladas Drive**

**In attendance** J Keyes (Chair)  
D Breen  
B Monson

**1. Apologies** K Toner

**2. Minutes of last meeting** – The minutes of the last meeting held on 23 August 2011, which had been previously circulated, were approved and adopted.

**3. Update on Agreed Action Points**

- Workstation Assessments are being rolled out to all offices.
- Agreed Internal Audit Quality Assessment recommendations are being implemented.
- Implications of a revised Departmental Risk Management framework are being considered.
- Manpower Planning meeting held on 14 September 2011.
- IIP assessment findings considered at CIT meeting held on 20 September 2011.
- SMT Q&A sessions scheduled for 19 and 20 October 2011.
- Compilation of a Birthday Honours submission is underway.

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

It was reported that a management led HSW inspection was recently conducted at Ladas Drive and that an inspection is planned for Longbridge House. The Ladas Drive inspection revealed no significant issues.

It was also reported that the personal safety training had been well attended and received.

It was confirmed that there were no reportable incidents in the previous month.

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

The Quarterly Assurance Statement was considered and agreed. This pointed to there being no significant issues of internal control for the quarter ending 30 September 2011.

It was reported that steps were being taken to ensure that the recommendations arising from the PwC review of internal audit were being actioned.

It was also reported the external review of HSENI's internal audit procedures and processes was planned for late November and should be completed by December 2011.

The Risk Register for the period ending 30 September 2011 was considered. This indicated that no new risks were identified and that no risks crystallised in the period. It was noted that all additional actions were progressing satisfactorily including the drafting of the Major Incident Response Plan (MIRP).

**Action: Streamline the collation of staff contact details between the MIRP and the BCP. Dr Monson**

It was reported that expenditure across both the DRC and Programme Budgets was in line with forecasts.

## **6. HR**

It was reported that during July 5 staff were absent for a total of 31.2 working days at a total cost of £2,635. The HSENI absence rate was 1.4% whilst that of NICS was 3.2% and DETI 2.7%.

Confirmation was again 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 that staff absence continued to be managed in accordance with NICS policy. Indeed the percentage of staff at work over the period was 96.0%.

It was confirmed that there were two warnings issued in the period.

It was also confirmed that currently 7 vacancies remained viz a Principal Inspector, a Trainee Inspector, 2 Gas Safety Compliance Officers, a Workplace Health Nurse, an AO and a PO. Steps were being taken to fill the PO vacancy via an elective transfer mechanism.

It was reported that 25 of the 27 actions contained in the Continuous Improvement Team's Action Plan were now completed. The SMT acknowledged the success of the team in taking forward such a wide range of ideas and initiatives.

## **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 20 cases were currently being investigated, while the remainder were either with the PPSNI (3 cases) or in the court system (14 cases). It was again confirmed that the workload of the MIT was within manageable limits.

The SMT then considered updates on a range of awareness campaigns and other initiatives covering:-

- Gas Safe Register – UK wide campaign delivered by HSENI in NI
- Maintenance Campaign – recently launched
- Carbon Monoxide – will launch in November with a focus on servicing of appliances and cleaning flues and chimneys.
- E Coli – Post Godstone event 5 October 2011 at Greenmount for operators of open farms and regulators
- Legionella – at information gathering stage pending audits of leisure, school and health premises.
- MSD – video material developed in conjunction with the HSA has been made available via HSENI website

The development of strong and distinctive branding for the SafeStart initiative was acknowledged. It was suggested that this aspect of HSENI's work might be usefully exposed to the Board at a future meeting.

**Action: Factor in a SafeStart presentation for a future Board meeting. Mr Breen**

## **8. Business Planning**

A review of the Business Continuity Plan confirmed that a provisional date of 7 February 2012 had been agreed with DETI to stage a live simulation of the plan.

**Action: Once this date has been firmed up it should be confirmed with all BCP participants. Mr Breen**

Version 1.3 of the BCP which takes on board the outcome of the desk-top exercise conducted in March was endorsed and approved.

It was considered appropriate for the forthcoming annual planning cycle to require Group Heads to attend a planning meeting in early November already having identified key actions that can be shared with colleagues for the purposes of finding synergy across operational groups.

**Action: Develop a planning framework for the development of the 2012/13 Operating Plan. Mr Breen**

## **9. Performance Monitoring**

The CMS figures are pointing to the annual inspection target being met.

**10. Board Business**

It was confirmed that the next Board meeting would be on 20 October 2011, in Longbridge House. This will entail a staff reception immediately preceding the meeting.

**11. A.O.B. None**

**12. Date of next meeting**

It was agreed that the next SMT meeting would be on 19 October at 9-30am in Ladas Drive.