

**Minutes of the HSENI Senior Management Team (SMT) Meeting
Tuesday 22 November 2011, Robens Room, Ladas Drive**

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

1. Apologies

K Toner

The Chair welcomed Mr Logan to his first meeting in his capacity as acting Deputy Chief Executive for Compliance Division.

2. Minutes of last meeting

The minutes of the last meeting held on 29 September 2011, which had been previously circulated were approved and adopted.

3. Update on Agreed Action Points

- Streamlining of staff contact details between the BCP and MIRP is being dealt with.
- Safestart presentation will be given at January 2012 Board meeting.
- Live simulation of BCP has been confirmed for 7 February 2012 and all participants have been informed.
- OP 2012/13 planning framework has been developed.

4. Corporate Health, Safety and Welfare

SMT was asked to consider a proposal to establish a Health and Wellbeing committee to organise events and activities that would foster health and wellbeing within HSENI. This was endorsed by the SMT.

Action: Establish a Health and Wellbeing Committee. Mr Breen

A recent HSW inspection of Longbridge House revealed no significant issues. An inspection of Ladas Drive is scheduled for 25 November 2011. It was confirmed that there were no reportable incidents in the previous month.

5. Audit, Risk Management and Finance

It was reported that there had been a series of meetings with the Department to discuss new liaison arrangements in respect of governance. DETI had indicated that in order to streamline liaison, two points of contact would now be established, one to cover general policy and the other

corporate governance and audit. The SMT welcomed this development.

It was confirmed that the 2011/12 Internal Audit fieldwork commenced on 21 November and will run until 9 December. The four work areas to be audited comprise (1) Corporate Governance, Strategic Planning and Risk Management (2) Procedures to manage reputational risk (3) Human Resources and (4) Business Continuity Plan.

It was further confirmed that an external quality review of HSENI's Internal Audit function will commence on 28 November 2011. This will be undertaken by DETI's IAS who will report by 23 December 2011. The review team will need to interview members of the SMT.

Action: Ensure availability w/c 28 November 2011 to meet review team. All

It was confirmed that budgetary outturn for both DRC and Programme was on target. In addition, a surrender of £86k, accounted for largely by unfilled posts, had been made as part of January monitoring.

6. HR

It was reported that during September 2011, 7 staff were absent for a total of 67.8 working days, at a total cost of £7,944. The HSENI absence rate was 2.7%, whilst that of NICS was 3.5% and DETI 2.5%.

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 the figures did not indicate any underlying absence management issues. Indeed the percentage of staff at work over the period was 94.4%.

It was confirmed that there were no warnings issued in the period.

It was also confirmed that there were 8 vacancies comprising a Principal Inspector, a Trainee Inspector, 2 Gas Safety Compliance Officers, a Workplace Health Nurse, an EO1, an EO2 and an AO. The PO post was filled on 31 October following elective transfer. Active steps are being taken to fill the EO1 and EO2 posts.

It was reported that the headline report on the NICS staff attitude survey 2011 had issued under a restricted cover. The survey again confirmed HSENI's strong standing in regard to employee engagement.

Formal notification of industrial action has now been received from NIPSA. It was agreed that contingency plans would be needed to ensure that HSENI is in a position to respond without delay to serious complaints about unsafe workplaces or reports of major incidents.

Action: Ensure that on 30 November 2011 sufficient manpower is available to respond to serious complaints and reports of major incidents. All

7. Case and Project Work

An updated table, showing the current caseload of the Major Investigation Team (MIT) was provided. Out of the 33 cases, 18 cases were currently being investigated, while the remainder were either with the PPSNI (5 cases), or in the court system (10 cases). It was again confirmed that the workload of the MIT was within manageable limits.

The first phase of the current Carbon Monoxide campaign is underway with TV, Radio and Bill Board advertising. Campaign information is also being displayed and distributed through major retail chains, doctors' surgeries and sports clubs. One thousand CO detectors have been provided to the Home Safety Teams of the District Councils for installation in the homes of vulnerable people. Work is underway with a range of young peoples' organisations to encourage awareness raising through e.g. badge work.

The next phase of the Maintenance Campaign will run during the first two weeks of December 2011. This will comprise Radio and Bill Board advertising.

The legionella hot and cold water project is currently collating information about water systems in health and education premises. Thereafter, attention will be focussed on District Council managed premises.

It was also pointed out that a 4 week focussed construction inspection Campaign, which is specifically concentrating on work at height, silica, maintenance of mobile plant and site tidy (slips, trips and falls) is currently underway.

8. Business Planning

It was noted, that a useful Operating Plan 2012/13 planning workshop was held on 14 November 2011, attended by the SMT and HOGs. The exchange of views enabled a number of options for inter-Group working to be identified. These will be a strong feature of the plan. It was indicated that the deadline for the initial OP input was the 9 December 2011.

Action: Ensure all HOGs make OP returns by 9 December 2011 deadline. All

It was agreed that a useful development might be for each Group to hold a briefing session for all staff, lasting no more than one hour to outline current initiatives.

**Action: Develop a programme of Group briefings for the New Year.
Mr Breen**

9. Performance Monitoring

It was reported that at the end of October 2011, there had been 3457 inspections. The view was that with 5 months remaining it was reasonable to assume that the annual inspection target of 6000 would be met. It was noted that the figures for the Maintenance campaign interactions on CMS remain low.

Action: Head of Group are to be reminded of the need to ensure their teams are recording interactions properly on CMS. All

10. Board Business

It was reported that the HSENI Chairman and Chief Executive attended the Anglo-Irish Health and Safety Regulators Tripartite meeting held in Dublin, on 15 November 2011. Issues of common interest were discussed. These included cost recovery, legislative change, EU health and safety Directives, farm safety and co-enforcement. The next meeting will be in 2012 hosted by HSEGB.

11. A.O.B.

- i. Lofstedt Review** – The outcome of this independent review of GB health and safety legislation will be presented at an event in the European Parliament in Brussels on 30 November 2011.
- ii. Better Regulation Stakeholders Forum** – Recent developments in regard to the Forum were noted.
- iii. PAC Composite Report** – HSENI has provided DETI with a response to the PAC as part of its follow up to the 2010 NIAO report.
- iv. NICCY Award 2011** – It was noted that HSENI's small business team Health and Safety Works NI had reached the finals of this award.
- v. CMS** – It was noted that discussions were continuing with both DETI and CPD, as to the future provision of maintenance and support for HSENI's bespoke Case Management System and that DSO advice was being sought.

12. Date of next meeting

It was agreed that because of the timing of the November meeting the next SMT meeting would be held on 10 January 2012 at 9-30 am in Ladas Drive.