



**MINUTES OF THE 88<sup>th</sup> MEETING OF THE BOARD OF THE HEALTH AND SAFETY EXECUTIVE FOR NORTHERN IRELAND HELD ON THURSDAY 29<sup>TH</sup> OCTOBER 2015 AT 09:00 A.M. IN THE CONFERENCE ROOM, LONGBRIDGE HOUSE, BELFAST**

<b>Present:</b>	<b>Board Members:</b> Mr G Lucas – Chairman Mrs H Singleton – Deputy Chair Mr B Graham Mr J Kane Ms L Smith Dr M Wilkinson Mr H Sinclair Mr T Wright	<b>HSENI Officials:</b> Mr K Morrison – Chief Executive Dr B Monson – Deputy Chief Executive Mrs N Monson – Deputy Chief Executive Mr L Burns – HSENI Ms L Nelson - HSENI
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The Chair welcomed everyone to the meeting.

<b>Agenda Item</b>	<b>Record of main discussion and Actions Arising</b>	<b>Action by Board Members/ Official(s) and update on progress from Actions Arising</b>
1. Apologies	Mr D Breen, Mr M Mawhinney	
2. Corporate Health, Safety and Welfare	No significant issues to report. SMT is continuing to inspect all offices regularly. No issues in relation to the move from Longbridge or the construction work taking place in Ladas Drive.	
3. Declaration of Conflict of Interest(s)	None to report.	
4. Minutes HSENI/30/15	The minutes of the Board meeting held on 06 August 2015 were circulated to Board members prior to the meeting. The minutes were approved and adopted.	
5. Matters Arising and Agreed Actions:	There were no matters arising. All agreed actions from previous meeting have been taken forward.  In relation to a question about the implications of not having a Senior Employment Medical Advisor, Mrs	

	<p>Monson explained that all specialist doctor appointments are up to date and that arrangements are in place for assistance from HSE GB or the NI Occupational Health Service if required. She added that discussions with HSE GB about this area of work moving forward are coming to a positive conclusion.</p>	
<p>6. Audit and Risk Management Committee Report  HSENI/32/15</p>	<p>The report was presented and the following items noted:</p> <ol style="list-style-type: none"> <li>1. The ARMC committee met on 15 October 2015.</li> <li>2. The following areas were highlighted by the ARMC Chair as having been discussed at the latest ARMC meeting: <ul style="list-style-type: none"> <li>• HSENI's revised Fraud Risk Profile;</li> <li>• Refresher training for ARMC Members and HSENI Board Members;</li> <li>• The Risk Register for the period ending 30 September 2015;</li> <li>• Emerging Risks including in-year budget cuts, planning for 16/17 budget and restructuring of the organisation;</li> <li>• Audit recommendations consisting of 4 internal audit and 1 external audit;</li> <li>• Revised Gifts and Hospitality Register Guidelines as issued by DETI;</li> <li>• Revised Whistleblowing Arrangements; and</li> <li>• DETI Test Drilling – Review of Economic Appraisals and Post Project Evaluations. HSENI deemed satisfactory.</li> </ul> </li> </ol> <p>A general discussion took place in relation to any complaints made against HSENI. It was agreed to update the Board annually on formal complaints received against the organisation.</p> <p>The Chair thanked the ARMC Chair and the Committee for their work.</p>	<p><i>Miss Nelson to issue Board Members with a copy of revised guidelines</i></p> <p><i>Chief Executive to update Board annually on any formal complaints made against HSENI.</i></p>
<p>7. Chief Executive's Report</p>	<p>The following items were highlighted by the Chief Executive:</p>	

HSENI/33/15	<ol style="list-style-type: none"> <li>1. The Chief Executive and Deputy Chief Executive attended a North/South farm safety meeting where opportunities to work together and share campaign materials were discussed.</li> <li>2. The Chief Executive spoke at the IOSH/Buildhealth Seminar. This seminar was very well attended by the industry with excellent speakers on occupational cancers and occupational health in the construction industry.</li> <li>3. During the last quarter and throughout the year the senior management team and heads of group have continued to meet regularly and have invested a significant amount of time in planning for the implications of the Voluntary Exit Scheme (VES), restructuring the organisation and the new Corporate Plan.</li> <li>4. Annexes 1 and 2 detailing fatalities and prosecutions and the quarterly monitoring return show that the reduced number of 2015/16 objectives are currently on target to be met.</li> </ol> <p>A general discussion took place in relation to objectives, objective setting and targets.</p> <p>In relation to a question about asbestos management, Dr Monson clarified that a number of approaches are taken – licensing, proactive education and awareness in high risk sectors, responding to complaints and pursuing prosecutions.</p>	
8. HR Report HSENI/34/15	<p>The Chief Executive informed the Board that Mr Dermot Breen, Deputy Chief Executive, was taking a 1 year career break commencing on Friday 30 October 2015. He introduced Mr Louis Burns who has been temporarily promoted to Deputy Chief Executive for one year to cover Dermot's absence.</p> <p>The Board was updated in regard to the HR Report and the following items highlighted:</p> <p><b>Sickness Absence:</b></p>	

It was reported that HSENI's monthly average sickness absence rate up to the end of August 2015 was 3.1%, compared to DETI at 3.3% and NICS at 4.4%. The Chief Executive assured the Board that SMT discusses these figures monthly. A discussion took place in relation to the absence figures. The Chief Executive agreed to provide the Board with a more detailed breakdown of sickness figures at future meetings if required.

***Staff Complement and Vacancies:***

The staff complement currently sits at 131, however this will reduce by c.10% in 2015/16.

HSENI is awaiting approval from DETI to fill two specialist vacancies.

***Voluntary Exit Scheme (VES)***

It was noted that of the sixteen offers had been made in tranches 1 – 3 of the scheme and eleven HSENI staff had accepted.

There was expected to be a final tranche four. At this stage it is expected that HSENI will have no further staff selected for exit as the staff currently leaving under VES falls within the projected eight to ten planned for in the budget reduction.

The Chief Executive assured the Board the changes in staff and operating costs were reflected in the budget and operating planning.

***Accommodation***

It was noted as of 2 November 2015 all staff from Longbridge House will have relocated to Ladas Drive. The Chief Executive thanked the Premises team and all involved in the move for their hard work.

***Restructuring***

The Board noted the restructuring taking place within HSENI due to the loss of three Principal Inspectors and other staff via the VES.

It was agreed to issue Board Members with an updated

***Ms Nelson to issue***

	<p>organisation chart once all staff moves have been completed.</p> <p><b>Staff Attitude Survey</b> The Board noted that to date more than 80% of HSENI staff had returned the staff attitude survey compared to c.40% in core Civil Service. This survey is important and helps SMT identify strengths and areas for improvement.</p>	<p><i>updated organisation chart to Board Members.</i></p>
<p>9. Finance Report HSENI/35/15</p>	<p>The Finance Report showed the current budget position until the end of September 2015. Staff and Operating Costs are currently on target with c.50% of money spent to date. Programme expenditure remains under constant review and again remains on target. Spend is concentrated on priority areas and budgets are redistributed between branches to ensure best use of funding available.</p> <p>A bid for £50k in relation to anticipated pressures on the Major Investigations Team was successful in the October monitoring round.</p> <p>The Chief Executive assured the Board that budgets are constantly under review by SMT and commended the team for its excellent performance through difficult times.</p> <p>The Chair, on behalf of the Board, congratulated SMT on its efforts in guiding the organisation through substantial budget cuts.</p>	
<p>10. Legislation Report HSENI/36/15</p>	<p>The Chief Executive highlighted the following item on the Legislation report.</p> <p><b>General Duty of Self-Employed Persons.</b> HSEGB has made changes to its legislation in relation to the above. After careful consideration, it was agreed by HSENI not to propose the introduction of similar legislation in Northern Ireland, as the changes did not identify any significant savings and little, if any, changes to working practices from the proposals. HSENI is monitoring the impact of these legislative changes in GB</p>	

	<p>and will revisit if the changes are seen to produce significant benefits.</p> <p>The Board agreed this position.</p>	
11. Update on Corporate Plan 2016 - 2020	<p>The Chief Executive delivered a presentation to the Board on the HSENI draft Corporate Plan 2016 – 2020, detailing a new focus on reducing serious and work-related injury and ill health in Northern Ireland . This new focus on the most serious issues was necessary in light of the reduced resources available to HSENI.</p> <p>A general discussion took place in relation to the draft Corporate Plan. The Chair thanked the Chief Executive for the presentation.</p>	
12. HELANI HSENI/37/15	<p><b>HELANI</b></p> <p>L Burns updated the Board on plans for the review of HSENI's partnership with the Councils. The report was noted by the Board and a discussion took place in relation to it and the review of HELANI.</p>	
13. A.O.B. HSENI/38/15	<p><b><i>Draft dates for HSENI Board Meetings 2016.</i></b></p> <p>All dates were agreed and noted by the Board.</p> <p>L Smith wished to congratulate Sean Keogh, a HSENI Inspector, for two very successful farm visits which she accompanied him on. His rapport, knowledge and professionalism was excellent . Ms Smyth thoroughly enjoyed the visits and would recommend to all Board Members.</p> <p>H Singleton, ARMC Chair, updated the Board on her attendance at the DETI Departmental Audit/Governance Committee Chairs Meeting on 15 September 2015. This proved to be a very worthwhile meeting with useful contacts being made.</p> <p>The Chair thanked everyone for their contribution to the meeting and congratulated those Board Members who had successfully been re-appointed for a further 3 year term.</p>	

**Board closed at 11:10am**

Board Minutes adopted and approved:

Signed: *Hilary Singleton*, Deputy Chairperson  
Dated: *4/2/2016*  
**George Lucas, HSENI Chairman**

