

Minutes of the HSENI Senior Management Team (SMT) Meeting

20 November 2017, Ladas Drive, Belfast

In attendance: (Chair) K Morrison

B Monson

N Monson

L Burns

1. Apologies

None

2. Minutes of last meeting

Agreed

3. Update on Agreed Action Points

- **Mr Burns is arranging an inspection of Ladas Drive and confirmed that HSENI will do its own inspection of the office in Boaz, One office.**
- **NICS HR will attend the December SMT meeting**
- **SMT discussed Storm Ophelia response with Heads of Groups and a thank you to all staff was placed in SHINE**

Note: It was agreed that an SMT briefing on social media use and access during emergencies would be arranged

4. Corporate Health, Safety and Welfare

SMT noted no staff accidents or near misses reported since the last meeting in October.

Mr Burns confirmed a health and safety inspection of Ladas will take place on 15 December 2017.

5. Audit, Risk Management and Finance

SMT considered the risk register and emerging risks. No new emerging risks were identified.

SMT discussed implementation of GDPR in HSENI (Risk 4.2) and welcomed the work that was going on to ensure HSENI would be compliant by the deadline.

Action: SMT to receive a presentation on progress on implementation of GDPR in HSENI

Mr Burns updated on the 2017/18 budget figures to end October, reporting that all elements of HSENI's budget remained on target at this stage in the year. Staff and Operating Costs currently sit at 56% of spend and Programme 34% spend to date. Mr Burns updated on 17/18 Capital spend where HSENI had surrendered £396k based on the latest position on planned implementation timetable of the new CMS project. SMT again encouraged Heads of Groups to ensure spend on programme.

6. HR

SMT considered the HSENI absence statistics. Mr Burns explained that the HSENI absence rate for October (4.3%) compared to DfE (3.8%) and the wider NICS (5.6%) was mainly accounted for by a small number of long term absences. Encouragingly 92% of staff didn't have any absence at all in October. The average cost of absence per month is approximately £14,429.

Mr Burns updated SMT on the Principal Inspector competition where interviews were completed in week beginning 13th November.

SMT considered the current vacancies – Senior Scientific Officer, 2 x Business Advisors and noted the progress being made on filling these vacancies.

SMT noted that NICS People Survey deadline had been reached and that 85.6% of HSENI staff had participated to date. SMT noted that this excellent return rate was the highest in the NICS and praised staff for their willingness to engage. The average NICS return rate was 55%. Initial results were expected around Christmas.

7. Case and Project Work

SMT discussed the current caseload of the Major Investigation Team. Out of 31 cases, 17 cases were currently being investigated or at the file preparation stage. The remaining cases were with the PPS (7 cases) or already in the court system (7 cases). SMT noted the current staffing pressures on MIT and praised staff for their flexibility and commitment. SMT also noted the work going on in relation to an MoU between HSENI and HRMC.

Dr Monson advised that the CMS project continues to move forward. An initial meeting has taken place with contractor, workshops will have to take place December and January. The Cube is at a stage where we are awaiting IT assist implementing their element and testing. SMT agreed that the CMS system is a very important project and that staff would have to be supported in prioritising workloads to ensure the challenging CMS timetable is adhered to.

8. Business Planning

SMT noted progress on the 17/18 Operating Plan. Some targets had already been achieved and all others remained on target at this stage.

SMT discussed preparation of the 18/19 Operating Plan. SMT agreed that the new Corporate Plan priorities of tackling the most serious safety and health issues and focusing on occupational health will be important.

9. Performance Monitoring

Dr Monson updated SMT on the HSENI performance statistics. The figures to end October 2017 show the provisional work related fatality figure at 9 compared to 8 at the same stage in the previous year. Work was continuing on CMS to clarify and refine figures for all reportable injuries. 29 Improvement Notices and 52 Prohibition Notices have been issued so far this year. 514 complaints (including online reporting) were received to date which compares to 521 for the same period last year. The number of inspections to date is 4167.

10. Board Business

No issues

11. A.O.B.

SMT considered forward diaries and key events over the next few months. Key events included Oversight & Liaison meeting with DfE on 23 November and the NI Safety Group annual conference on 29 November.

12. Date of next meeting

18 December 2017 at 9.30am in Ladas Drive