

Minutes of the HSENI Senior Management Team (SMT) Meeting

18 December 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

- **An SMT briefing on social media use and access during emergencies is being arranged**
- **A presentation to SMT on progress on the implementation of GDPR in HSENI is being arranged**

4. Corporate Health, Safety and Welfare

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

One member of staff had slipped whilst travelling – this is being reported to the airport. The incident has been recorded in HSENI's accident book.

Mr Burns confirmed a health and safety inspection of Ladas took place on 15 December.

Mr Burns confirmed that the asbestos removal work in the boiler room was now completed and the management plan is being updated accordingly.

SMT noted the situation about car-parking in and around Ladas Drive, particularly with the ongoing culverting works. SMT thanked staff for being considerate to neighbours and again encouraged staff to avoid parking in the bays used by residents.

5. Audit, Risk Management and Finance

SMT considered the risk register and emerging risks. No new emerging risks were identified. SMT discussed the ongoing problems about Cube development and the disappointing situation where it still is not operational. Mr Monson had complained strongly to IT Assist / Equinity.

Mr Burns updated on the 2017/18 budget figures to end November, reporting that all elements of HSENI's budget remained on target at this stage in the year. Staff and Operating Costs currently sit at 63% of spend and Programme 43% spend to date. SMT again encouraged Heads of Groups to ensure spend on programme.

SMT noted that Internal Audit fieldwork is ongoing and had focussed on finance so far. SMT thanked the finance team for their help in facilitating this work, particularly in Alison Martin's absence.

6. HR

SMT held a discussion with John McKeown, NICS HR about current issues and future plans.

SMT considered the HSENI absence statistics. Mr Burns explained that the HSENI absence rate for November (4.7%) compared to DfE (4.3%) and the wider NICS (5.8%) was mainly accounted for by a small number of long term absences. Encouragingly 94% of staff didn't have any absence at all in November.

SMT considered current vacancies.

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 that MIT was having to prioritise investigation of fatal incidents at this time.

Dr Monson advised that the CMS project continues to move forward. The project initiation meeting has now taken place with the contractor and Phase 1 workshops were being scheduled for January to March. SMT thanked staff and managers for their involvement and recognised that this important project would put additional pressure on staff at an already busy time.

Mrs Monson updated on the work of the Workplace Health Leadership Group and the forthcoming conference on 14 March. The programme, speakers and level of interest amongst exhibitors was very positive. Mr Morrison updated SMT on plans for ICOH 2018 in Dublin, including HSENI's involvement and HSENI / HSA sponsorship of the event. Mr Monson explained that HSE (GB) were proposing to carry out some research on occupational health in the farming sector and this might involve some fieldwork in NI.

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 noted that the contributions for the 2018/19 OP were being completed by HoGs.

SMT noted progress on the draft text of the 2018-2023 Corporate Plan, the plans for a staff event in Armagh on 11th January and the steps to public consultation.

9. Performance Monitoring

Dr Monson updated SMT on the top level HSENI performance statistics. The figures to end November 2017 show the provisional work related fatality figure at 9 compared to 9 at the same stage in the previous year. Work was continuing on CMS to clarify and refine figures for all reportable injuries.

10. Board Business

No issues

11. A.O.B.

SMT considered forward diaries and key events over the next month.

SMT agreed leave arrangements and cover for the Christmas and New Year period.

Mrs Monson updated SMT on discussions with HSE (GB) about the letting of a new Gas Safe Register contract which would include provision for services in NI. She added that the paperwork for the procurement of a new COMAH Emergency Planning contract was also being prepared.

Mrs Monson also updated SMT on the position with the Out Of Hours Review Report and a forthcoming meeting with NIPSA on the findings.

12. Date of next meeting

22 January 2018 at 9.30am in Ladas Drive