

## **Minutes of the HSENI Senior Management Team (SMT) Meeting**

**25 February 2016, Ladas Drive, Belfast**

**In attendance: (Chair) K Morrison**

**B Monson**

**N Monson**

**L Burns**

### **1. Apologies**

None.

### **2. Minutes of last meeting**

The minutes of the last meeting held on 18 January 2016 which had been previously circulated were approved and adopted.

### **3. Update on Agreed Action Points**

No actions

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

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

Inspections had taken place in Ladas Drive on 17 December and in Omagh on 14 January. No significant issues had been identified. Further inspections were planned in the coming weeks.

Although no near misses had been reported, Dr Monson reported that the system for flagging and dealing with potentially difficult inspection visits was working well.

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

SMT considered the risk register and emerging risks. SMT agreed no new or emerging risks needed to be added to the register at this time.

SMT discussed the 2015/16 budget. Spend on Staff and Operating Costs and Programme Costs remained on target at this stage and looked like final outturn would be within the acceptable 2% tolerance. SMT agreed to keep the situation under review to maximise spend.

In relation to the 2016/17 budget, Mr Morrison confirmed that HSENI had received an effective zero percentage reduction on the previous year. This level of protection of HSENI's budget recognises the high esteem in which HSENI is held and the important work we do. This favourable settlement will allow HSENI to continue to focus on its priority areas.

SMT agreed to meet to discuss the pressures on the 2016/17 budget and the opportunities afforded by the budget settlement

**Action: Mr Morrison to arrange an SMT budget meeting in the coming weeks**

SMT noted there had been a couple of issues around mobile phone care recently and Mr Burns agreed to remind staff of their responsibilities for IT equipment

SMT agreed minor changes to the Anti Fraud policy and Fraud Response Plan.

## **6. HR**

SMT noted the DHR update on the Voluntary Exit Scheme (VES) where there was no change from the January minutes. The NICS was running a limited fifth tranche of the VES with exits occurring in June 2016, but HSENI was not one of the Departments involved in this tranche.

During January, 16 staff were absent for a total of 79.7 working days. The HSENI absence rate was 3.7% (NICS 4.9% and DETI 3.0%). One trigger warning had been issued. The percentage of days lost due to long term illness was 50.2%. The percentage of staff with no absence during January was 86.2%. The cost of sickness absence for January was estimated at £12,050. Whilst noting the recent high figures, SMT praised staff for the continued good performance in this area, which remains well ahead of the NICS average at this stage.

Mr Burns updated SMT on the restructuring of Services Division.

**Action: Mr Burns to submit a Services Division restructuring paper for SMT agreement in the next few days**

## **7. Case and Project Work**

SMT discussed the current caseload of the Major Investigation Team. Out of 33 cases, 19 cases were currently being investigated or at the file preparation stage. The remaining cases were with the PPS (5 cases) or already in the court system. Dr Monson advised that MIT's current workload remained heavy but manageable. SMT commended MIT on its ongoing work and continued high success rate in cases.

Mr Burns updated SMT on the CMS system replacement project. The project remained on target – a Project Board scheduled for 11 March would consider the finalised documentation and hopefully permit the procurement process to commence with a view to potentially awarding a contract in July, with an estimated go live date of April 2017. SMT commended Deborah McGuire for her tremendous work on this complex project.

SMT received an update on the HSENI Website Migration project which is nearly ready to launch. SMT again thanked all staff involved for their hard work on this important and challenging issue which had been managed very well.

Mrs Monson updated SMT on work with HSE GB to formalise the occupational health support arrangements which had now been agreed by the HSENI Board. Work continued

on the planned consultation on First Aid arrangements and it was hoped this consultation could be launched in March.

## **8. Business Planning**

A draft of the published 2016/17 Operating Plan had been considered at the February Board meeting and the Board were content with the proposed actions. Once budgets were completely settled, the draft would be submitted to DETI for approval. SMT noted that the impending Assembly elections meant formal approval by the Minister and ETI Committee may have to wait until late May / early June.

SMT agreed that bilateral meetings on the Internal Operating Plan would be held later this year to allow Heads of Groups to settle into their new roles and the restructuring of Services Division to bed in.

Work continues on refining HSENI's 2016-2020 Corporate Plan. Again, as 3 year budgets were unlikely to be allocated until autumn 2016, agreement and consultation on a draft Plan was likely to be towards the end of the year.

## **9. Performance Monitoring**

Dr Monson updated SMT on the HSENI performance statistics. The figures to 31 January showed the provisional work related fatality figure at 10 compared to 18 for the same period in the previous year. The figure for all reportable injuries was 2062 compared to 2084 in the same period last year. SMT noted that 4845 inspections had been carried out to date and 691 complaints received so far in 15/16, an increase of 25 complaints compared to last year. 27 Improvement and 102 Prohibition Notices had been issued to date.

## **10. Board Business**

SMT noted the HSENI Board and Audit Committee refresher training scheduled for 29 February.

## **11. A.O.B.**

SMT considered forward diaries and key events over the next month. These included Occupational Health training for inspectors, attendance at the ARD Committee to discuss Farm Safety, the NI Safety Group Quiz, the WISHNI Ambassadors event and the annual Asbestos conference.

## **12. Date of next meeting**

It was agreed that the next SMT meeting would be on 26 April in Ladas Drive.