



MINUTES OF THE 85th MEETING OF THE BOARD OF THE HEALTH AND SAFETY EXECUTIVE FOR NORTHERN IRELAND HELD ON THURSDAY 30 APRIL 2015 AT 09:00 A.M. IN T&R ROOM, LADAS DRIVE, BELFAST.

Present: Board Members:

Mr G Lucas – Chairman
 Mrs H Singleton
 Mr M Mawhinney
 Mr B Graham
 Mr J Kane
 Ms L Smith
 Mr T Wright
 Dr M Wilkinson
 Mr H Sinclair

HSENI Officials:

Mr K Morrison – Chief Executive
 Dr B Monson – Deputy Chief Executive
 Mrs N Monson – Deputy Chief Executive
 Mr D Breen – Deputy Chief Executive
 Ms L Nelson

Agenda Item	Record of main discussion and Actions Arising	Action by Board Members/ Official(s) and update on progress from Actions Arising
1. Apologies	The Chair welcomed Mr Breen to the meeting following his period of absence.	
2. Corporate Health, Safety and Welfare	None. Mr B Graham indicated he had to leave the meeting at 10:05am	
3. Declaration of Conflict of Interest(s)	<p>No accidents or near misses to report. The Chief Executive reported inspections had taken place on 18/02/15 in Longbridge House and on 23/02/15 in the Ladas Drive and Omagh offices. A review of the provision and wearing of Personal Protective Equipment when inspecting certain premises, such as quarries, is being undertaken.</p> <p>Mr Mawhinney declared his recent appointment as a Board Member to the Police Rehabilitation & Retraining Trust. The period of appointment is from April 2014 until April 2018.</p> <p>Mrs Singleton declared her recent appointment as a Board Member of the International Fund for Ireland. The period of the appointment is from March 2015 until February 2018.</p> <p>Mr Sinclair declared his recent appointment as Chairman of the Northern Ireland Food Chain Certification with effect from May 2015.</p>	

	The Chair, on behalf of the Board, congratulated all three on their recent appointments and commented that it reflected well on the calibre of HSENI's Board Members.	
4. Minutes HSENI/10/15	The minutes of the Board meeting held on 05 February 2015 were circulated to Board members prior to the meeting. The Minutes were approved and adopted.	
5. Matters Arising and Agreed Actions:	<p>(i) L Smith outlined a paper on points for Board development. These include the proposal that Board Members may attend an Oversight & Liaison Meeting in DETI if they wished, a skills audit to be carried out on members and a corporate strategy workshop to be held with the Senior Management Team (SMT).</p> <p>(ii) The Chief Executive reported he had received comments from Board Members in relation to Corporate and Operating plans which have been taken on board.</p> <p>(iii) Ms Nelson reported that training was to be organised for new Board members consisting of On Board Training and training for ARMC members was being reviewed at present.</p>	
6. Audit and Risk Management Committee Report HSENI/12/15	<p>The report was presented and the following items noted:</p> <p>The Audit & Risk Management Committee (ARMC) met on 16 April 2015.</p> <p>Risk Register The Risk Register for the period ending 31 March 2015 was discussed. Risks on staffing and the Voluntary Exit Scheme were discussed, with SMT working hard to manage these. Funding for 2015/16 has been cut by £732K, a reduction of 11%. All group operating plans have been adjusted to reflect this.</p> <p>Business Continuity Plan The BCP was successfully tested during February 2015.</p> <p>Emerging Risks The Risk Register's Emerging Risks category was discussed. Potential risks in relation to disruption to staff during building works and the restructure of Local Councils are being managed by SMT.</p>	


	<p>Audit Recommendation Progress Paper HSENI's Internal Audit provider is content that all audit recommendations are either fully implemented or on track to be implemented.</p> <p>NIAO – Conflicts of Interest – A Good Practice Guide The above publication was discussed. HSENI will consider producing a HSENI Conflicts of Interest Policy.</p> <p>Internal Annual Report PwC reported on the Internal Annual Report with an overall substantial report for the 6th consecutive year.</p> <p>Final Internal Audit Strategy PwC presented the final Internal Audit Strategy for 2015/16. The need for flexibility within the plan was noted.</p> <p>Mrs Singleton met with M Pitt from PwC prior to the ARMC meeting to discuss the workings of the Committee. They discussed an Induction Checklist and training for new ARMC members every 3 years and refresher training for existing members.</p>	
<p>7. Chief Executive's Report HSENI/13/15</p>	<p>The following items were highlighted by Chief Executive:</p> <p>The Chief Executive and the Chairman held 6 stock-take meetings. The Chief Executive advised that a significant number of strategic issues were discussed at these meetings and they had proved to be extremely useful.</p> <p>The Chief Executive highlighted 2 Waste Industry Events attended by the Minister.</p> <p>The Chief Executive thanked all Members for their attendance and support at the Launch of the new Farm Safety Partnership advert.</p> <p>The SMT held a number of half day Strategy sessions to look at the development of the 2016/20 Corporate plan.</p> <p>The Fatalities and Prosecution Statistics for quarter 4</p>	

	<p>ending 31 March 2015 were discussed at length. The quarterly monitoring return includes 4 targets with final outcomes as unachieved, none of which are considered as having a significant impact on overall performance.</p>	
<p>8. HR Report HSENI/14/15</p>	<p>The Board was updated in regard to the HR Report and the following items highlighted:</p> <p>Sickness Absence: It was reported that HSENI's monthly average sickness absence rate up to the end of February 2015 was 3.61%, compared to DETI at 3.46% and NICS at 4.27%. On average, 92.47% of staff in HSENI had no sickness absence each month. It was noted that this figure was influenced significantly by long term illness and was reviewed each month by SMT. It was also noted that the cost of sickness absence up to the end February 2015 was estimated at £147K.</p> <p>Staff Complement and Vacancies: The staff complement remains at 131 although this will decrease as a result of the Voluntary Exit Scheme (VES).</p> <p>Paul Moore has completed the project on EMAS and reported back to SMT.</p> <p>Five vacancies consisting of a Gas Compliance Officer, a Business Adviser, an EO1, an AO and an AA have been put on hold due to budgetary constraints.</p> <p>Voluntary Exit Scheme A discussion took place regarding the VES. At the closing date for applications, 31 HSENI staff had expressed an interest in the Scheme. Staff will be advised of the status of their application around the end of May/early June. Those offered early exit will then have 10 working days to decide whether to accept the offer or withdraw from the scheme. The first exits will take place at the end of September 2015.</p>	

	<p>Accommodation</p> <p>DFP has advised that the renovation work in Ladas Drive will start in June 2015, running for 16 weeks.</p>	
<p>9. Finance Report HSENI/15/15</p>	<p>The Finance Report showed the position until the end of March 2015.</p> <p>Staff and Operating Costs' expenditure amounted to £5,631m out of a total budget of £5,676m, with an underspend of £44.5K, well within the 2% tolerance level.</p> <p>Programme expenditure amounted to £880k out of a total budget of £898k, with an underspend of £17.5K, again well within the 2% tolerance. The Chair, on behalf of the Board, congratulated SMT on their management of the accounts.</p> <p>The Chief Executive updated the Board on budget reductions relating to 2015/16. There is an 11% reduction equating to £732K savings to be made in staff and operating costs and programme expenditure.</p> <p>Board Approval was sought for HSENI expenditure of up to £141k for the Farm Safety Advertising Campaign, aimed at delivering further behavioural change within the farming industry. A discussion took place in relation to Campaigns and the rationale behind the allocation of monies to advertising campaigns. Board approval was granted for the Farm Safety Advertising Campaign.</p>	
<p>10. Legislation Report HSENI/16/15</p>	<p>The Legislation report was noted by the Board.</p>	
<p>13. A.O.B. HSENI/17/15</p>	<p>The Board noted the NIAO – Conflicts of Interest – A Good Practice Guide.</p> <p>The date of the next Board meeting is Thursday 25th June at 11.00am, Trading Standards Office, Belfast where the focus would be consideration of the Annual Report and Accounts.</p>	

Board closed at 10:50am

Board Minutes adopted and approved:

 Signed:

6th August 2015 Dated:

George Lucas, HSENI Chairman