



MINUTES OF THE 87th MEETING OF THE BOARD OF THE HEALTH AND SAFETY EXECUTIVE FOR NORTHERN IRELAND HELD ON THURSDAY 6 AUGUST 2015 AT 09:00 A.M. IN CONFERENCE ROOM, LONGBRIDGE HOUSE, BELFAST.

Present:	Board Members: Mr G Lucas – Chairman Mrs H Singleton – Deputy Chair Mr B Graham Mr J Kane Mr M Mawhinney Ms L Smith Dr M Wilkinson Mr H Sinclair Mr T Wright	HSENI Officials: Mr K Morrison – Chief Executive Dr B Monson – Deputy Chief Executive Mrs N Monson – Deputy Chief Executive Miss L Nelson - HSENI
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Agenda Item	Record of main discussion and Actions Arising	Action by Board Members/ Official(s) and update on progress from Actions Arising
1. Apologies	Mr D Breen	
2. Corporate Health, Safety and Welfare	No issues to report. SMT monitoring renovation taking place at present in Ladas Drive building.	
3. Declaration of Conflict of Interest(s)	H Sinclair declared his recent appointment as a Board Member to the Livestock Meat Commission (LMC). The period of appointment is from 1 July 2015. The Chair, on behalf of the Board, congratulated Mr Sinclair on his recent appointment.	
4. Minutes HSENI18//15 HSENI/23/15	The minutes of the Board meetings held on 30 April and 25 June 2015, were circulated to Board members prior to the meeting. The Minutes were approved and adopted.	
5. Matters Arising and Agreed Actions:	<ul style="list-style-type: none"> (i) The Chief Executive reported that HSENI was in the process of transferring the excess funds to DETI. (ii) The Minister will be out of the country during the October Board meeting. The Chief Executive will resubmit the invitation 	

	requesting his attendance at the Jan 2016 meeting.	
6. Audit and Risk Management Committee Report HSENI/25/15	<p>The report was presented and the following items noted:</p> <ol style="list-style-type: none"> 1. The ARMC committee met on 25 June 2015. 2. The accounts, following approval by the Board on 25 June 2015, were certified by the Comptroller and Auditor General. They, along with Annual Report, were laid at the Assembly on 3 July 2015. 3. The following areas were highlighted by the ARMC Chair as having been discussed at the latest ARMC meeting: <ul style="list-style-type: none"> • HSENI's Conflicts of Interest Policy; • The customer satisfaction survey run by PwC; • The Risk Register for the period ending 30 June 2015; • Budget cuts and the impact on the operating plan; • Revisions made to operating plan to reflect budget cuts; and • Audit recommendations which are all on track to be completed 4. The Chair of ARMC updated the Board on a data loss incident and the way in which HSENI dealt with the incident. The Board were assured it had been deemed low risk by the Information Commissioner's Office. The Chief Executive apologised it had happened and assured the Board of the actions taken to avoid similar incidents arising in the future. A discussion took place about encrypting Board papers. It was agreed that Board papers would be encrypted with a password. All Board Members were issued with the password. 	<i>Miss Nelson to encrypt future Board papers with agreed password.</i>
7. Chief Executive's Report HSENI/26/15	<p>The following items were highlighted by the Chief Executive:</p> <ol style="list-style-type: none"> 1. The Chief Executive met with Dr Richard Judge, Chief Executive, HSE GB to discuss key co-operation between HSE and HSENI and key challenges facing the two organisations. 	

2. The Chief Executive, Deputy Chief Executive and several senior HSENI staff members hosted a Construction, Design and Management (CDM) consultation event.

3. The Chief Executive met with and welcomed visitors from the Labour Inspectorate of Estonia to share experience and learning.

4. The Chief Executive, Deputy Chief Executive and two HSENI Inspectors attended a meeting with the Education Authorities to discuss asbestos management in school estates.

5. The Chief Executive attended various events during Farm Safety Week, 6 – 10 July 2015. These included an event at Ballymena Mart with the GAA, promotion of farm safety by all partners at the Birmingham Livestock event at the NEC Arena and a photocall with the Minister, Rory Best and the UFU at the Kingspan stadium.

A general discussion took place in relation to these events.

8. HR Report
HSENI/27/15

The Board was updated in regard to the HR Report and the following items highlighted:

Sickness Absence:

It was reported that HSENI's monthly average sickness absence rate up to the end of June 2015 was 3.07%, compared to DETI at 3.37% and NICS at 4.3%.

Staff Complement and Vacancies:

The staff complement currently sits at 131.

The need for an Occupational Health Specialist for EMAS was noted along with two other vacancies, the EOI in Legislation and the Gas Safety Compliance Officer. These vacancies are on hold until the outcome of the Voluntary Exit Scheme (VES).

	<p><i>Voluntary Exit Scheme (VES)</i></p> <p>It was noted six HSENI staff members were selected for exit in the first tranche, three offers were accepted, and three declined.</p> <p>Notification of tranche two selections issued to staff on 31 July 2015. Individuals selected to leave in this tranche will have a ten day acceptance period from 17 - 28 August 2015. Five HSENI staff members received conditional offers in tranche two. Those who accept a conditional offer to leave will be advised by the end of October whether their exit will go ahead on 30 November as originally planned.</p> <p>The Chief Executive assured the Board the changes in staff and operating costs were reflected budget and operating planning.</p>	
<p>9. Finance Report HSENI/28/15</p>	<p>The Finance Report showed the current budget position until the end of June 2015. Staff and Operating Costs are currently on target with c.25% of money spent to date. Programme expenditure also remained on track for this time of year.</p> <p>The outcome of the June monitoring round was noted. £120k was obtained from DFP to cover the additional cost of the new Alpha pension scheme. £90k programme budget was transferred from DARD to cover the Farm Safety campaign. £10k capital bid was met to cover replacement of lab equipment. A bid for £50k in relation to anticipated pressures on the Major Investigations Team was not met at this time and will be put forward again in October.</p> <p>The Chief Executive assured the Board the budgets are constantly under review.</p>	
<p>10. Legislation Report HSENI/29/15</p>	<p>The Chief Executive highlighted the following item on the Legislation report. The proposed changes to the Construction (Design and Management) Regulations (NI) 2015. A discussion took place on how HSENI was dealing with the outcome of the written consultation. H Singleton, on behalf of the Board, commended the Legislation team on the work they carry out. The Chief Executive agreed with this.</p>	

11. A.O.B.	<p>HELANI</p> <p>A discussion took place in relation to HELANI. The Chief Executive and B Graham, Chair of HELANI, updated the Board on the work being carried out since the new Councils came into operation. It was agreed just one joint initiative would run this year to give the new Councils time to establish themselves. This initiative commenced in April. A draft terms of reference has been drawn up, a copy will be issued to all Board members. L Burns, HSENI Inspector, and B Rooney, Partnership Liaison Officer, will meet with B Graham and M Mawhinney to discuss the partnership review and the best way forward. An update is to be presented at the next Board Meeting.</p> <p>Farm Safety Partnership</p> <p>The Chair, on behalf of the Board, complimented the HSENI team on the hard work in relation to farm safety and their continued efforts to ensure it remains in the public eye.</p>	<p><i>Terms of reference to be sent out to Board Members</i></p> <p><i>HELANI update to be presented to Board</i></p>
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Board closed at 10:10am

Board Minutes adopted and approved:

Signed:



Dated:

29/10/15

George Lucas, HSENI Chairman

