

MINUTES OF THE 84th MEETING OF THE BOARD OF THE HEALTH AND SAFETY EXECUTIVE FOR NORTHERN IRELAND HELD ON THURSDAY 05 FEBRUARY 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
Mrs L Smith
Mr T Wright
Dr M Wilkinson

HSENI Officials:

Mr K Morrison – Chief Executive
Dr B Monson – Deputy Chief Executive
Miss L Nelson - HSENI

Agenda Item	Record of main discussion and Actions Arising	Action by Board Members/ Official(s) and update on progress from Actions Arising
1. Apologies	<p>Mr D Breen, Mrs N Monson, Mr H Sinclair</p>	
2. Corporate Health, Safety and Welfare	<p>No issues to report.</p>	
3. Declaration of Conflict of Interest(s)	<p>Mrs Singleton declared her recent appointment as a member of the Local Government Staff Commission. The period of the appointment is from December 2014 until April 2017.</p> <p>Dr Wilkinson declared he is a Freelance Consultant with Risk & Resilience Ltd (Belfast).</p>	
4. Minutes HSENI/38/14	<p>The minutes of the Board meeting held on 13 November 2014 were circulated to Board members prior to the meeting. The Minutes were approved and adopted.</p>	

<p>5. Matters Arising and Agreed Actions:</p>	<p>(i) The Chief Executive explained after consultation with the Legislation Team regarding the length of their report that it would remain as is. All information included in the Report was deemed essential and did not cause an additional workload for the Team.</p> <p>(ii) Points for Board development to be carried forward as an action point to next meeting.</p>	<p><i>L Smith to identify points for Board Development</i></p>
<p>6. Audit and Risk Management Committee Report HSENI/02/15</p>	<p>The report was presented and the following items noted:</p> <p>The ARMC committee met on 22 January 2015.</p> <p>The Annual Theft and Fraud Report, along with controls in place within HSENI, were discussed.</p> <p>The Risk Register for the period ending 31 December 2014 was discussed. The budget for 2014/15 and 2015/16 were discussed at length. A new category, 'Emerging Risks', as recommended by Internal Audit has been included. This section details potential root causes, controls in place and actions planned for emerging risks within the organisation.</p> <p>PwC reported on 4 Internal Audit reports:</p> <ol style="list-style-type: none"> 1) Review of Corporate Governance, Strategic Planning & Risk Management; 2) Information & Advisory Service; 3) Review of Purchasing & Procurement; and 4) Inspection & Enforcement <p>These resulted in 3 substantial assurance ratings and 1 satisfactory rating.</p> <p>Six publications from DFP's Accountability & Financial Management Division were made available to the Committee.</p> <p>A draft internal audit strategy plan was presented at the meeting. It was discussed at length and comments from Board Members will be taken on board.</p> <p>B Clerkin, External Auditor from ASM, reported on the HSENI Audit Strategy 2014/15, outlining the preparation and timeframe for signing off on accounts.</p>	

<p>7. Chief Executive's Report HSENI/03/15</p>	<p>The following items were highlighted by Chief Executive:</p> <p>The Chief Executive, Principal Inspector Jim King and Prof Alan Woodside, Chair of WISHNI Forum attended a Waste Programme Board meeting on 3 December 2014 hosted by the DOE Minister.</p> <p>The Chief Executive attended a Work-related Road Safety e-booklet launch with the DOE Minister and PSNI at Parliament Buildings on 13 January 2015.</p> <p>The Chief Executive reported that the inclusion of Heads of Groups in strategic planning and budgets was proving to be very worthwhile.</p> <p>The Chief Executive reported the last few weeks had been very busy with Assembly Questions in relation to the collapsed wind turbine and recent fatalities.</p> <p>The Fatalities and Prosecution Statistics for quarter 3 ending 31 December 2014 were discussed.</p> <p>The quarterly monitoring return includes 3 red targets and 1 amber target, all with legitimate reasons as to why these have not or will not be met. The Chair, on behalf of the Board, expressed congratulations to the SMT and the organisation for delivering on the plan after a difficult year in relation to budgets.</p>	
<p>8. HR Report HSENI/04/15</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 December was 3.2%, compared to DETI at 3.25% and NICS at 4.17%. On average, 93.35% of staff in HSENI had no sickness absence each month. It was noted that this figure had slipped recently due to long term illness and was reviewed each month by SMT. It was also noted that the estimated loss of production due to sickness absence was an average of £10k per month.</p>	

	<p>Staff Complement and Vacancies: The staff complement remains at 131. Due to budget reductions, 4 vacancies consisting of a Gas Compliance Officer, a Business Adviser, an AO and an AA have been put on hold.</p> <p>Accommodation DFP plans to relocate Longbridge staff to Ladas Drive are now agreed. The Chief Executive met with DFP and work will commence by 1 April 2015, running for 16 weeks.</p>	
9. Finance Report HSENI/05/15	<p>The Finance Report showed the position until the end of December 2014. Staff and Operating Costs' expenditure was £4.1 million to date out of a total budget of £5.6m, equating to 72% of the total budget spent. Programme expenditure amounted to £318k spent out of £898k, equating to 36% of budget spent. The Chief Executive assured the Board the remaining money would be spent before year end.</p> <p>The Chief Executive updated the Board on budget reductions relating to 2015/16. A discussion took place with ideas exchanged on how to maximise performance with reduced resources.</p>	
10. Legislation Report HSENI/06/15	<p>Report noted by the Board.</p> <p>A discussion took place on the consultation relating to a change to the RIDDOR Regulations. The Chief Executive asked for Board approval to advise the Minister not to go ahead with the changes. Board approval was agreed.</p>	
11. HSENI Corporate Plan 2016 - 2020 HSENI/07/15	<p>The Chief Executive and B Monson, outlined the draft Corporate Plan 2016 – 2020 and the attached statistics to the Board. It was agreed Board Members would feed back any comments on the document directly to the Chief Executive.</p>	<p><i>Board Members to liaise with Chief Executive re: comments</i></p>
12. HSENI Operating Plan 2015/16 HSENI/08/15	<p>The Chief Executive outlined the draft Operating Plan for 2015/16 to the Board. The Board agreed the Operating Plan. Board members to send any detailed comments on the document to the Chief Executive.</p>	<p><i>Board Members to liaise with Chief Executive re: comments</i></p>

<p>13. A.O.B. HSENI/09/15</p>	<p>The Board noted the cover note and HM Treasury report on Cyber Security.</p> <p>The Chair and Chief Executive discussed On Board Training for new Board Members. Board Members were asked to contact L Nelson if they feel they need to go on this or if they need refresher training.</p> <p>Travel expenses – Board Members were reminded to claim all travel expenses before year end (31 March 2015)</p> <p>The Chair requested dates of Board meetings for 2015 to be included in the minutes: 30th April 2015 25th June 2015 6th August 2015 29th October 2015</p> <p>The date of the next Board meeting is Thursday 30th April at 09.00am, Longbridge House, Belfast.</p>	<p><i>Board Members to contact L Nelson re: On Board Training</i></p>
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Board closed at 11:15am

Board Minutes adopted and approved:

Signed: 

Dated: 30/04/15

George Lucas, HSENI Chairman

