

MINUTES OF THE 86th MEETING OF THE BOARD OF THE HEALTH AND SAFETY EXECUTIVE FOR NORTHERN IRELAND HELD ON THURSDAY 25 JUNE 2015 AT 11.00 AM IN THE CONFERENCE ROOM, TRADING STANDARDS BUILDING, 176 NEWTOWNBREDA ROAD, BELFAST.

Present: Board Members:

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

HSENI Officials:

Mr K Morrison – Chief Executive
Mr D Breen – Deputy Chief Executive
Mr B Monson – Deputy Chief Executive
Mrs N Monson – Deputy Chief Executive
Mrs A Martin – HSENI Accountant
Miss L Nelson

The Chair welcomed everyone to the meeting

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 W Graham Mrs Martin left the meeting at 11.25am	
2. Corporate Health, Safety and Welfare	One staff member had tripped on the footpath outside the building which was being repaired. She was not seriously injured. Although outside HSENI premises, HSENI staff had brought this to the attention of the construction firm involved.	
3. Declaration of Conflict of Interest(s)	No conflicts of interest were declared.	
4. Audit and Risk Management Committee Annual Report 2014/15. HSENI/20/15	The Annual Report of the Audit and Risk Management Committee (ARMC) was presented by the Committee's Chair to the Board for approval. The Chair of the ARMC thanked all staff and the ARMC Secretary for their hard work. The Chairman welcomed the comprehensive report which bore testament to the hard work and commitment of both the Committee and HSENI staff in ensuring a robust internal control environment. The Chairman thanked Mrs Singleton for her excellent leadership in the ARMC. The report was duly adopted by the Board.	

<p>5. Report to Those Charged with Governance year ended 31 March 2015. HSENI/21/15</p>	<p>The Report to Those Charged with Governance was noted by the Board. The report showed there was nothing significant to report and anticipated recommending that the C&AG certify the Accounts. There was one priority 2 issue raised in relation to management of HSENI's accumulated bank balance. This was accepted by Management as detailed below:</p> <p><i>The bank balance of £521k consists of funding to cover the payment of year-end liabilities as well as excess funds which are due to DETI in relation to income and slight underspends. The element in relation to excess funds is c£200k. HSENI has historically paid this money over to the Department every 2-3 years, as the money starts to accumulate to a more material level. HSENI plans to surrender these funds to DETI by 31st July 2015, following the finalisation of 2014/15 outturn.</i></p>	<p>HSENI</p>
<p>6. Annual Report and Statement of Accounts 2014/15. HSENI/22/15</p>	<p>An addendum, created under direction from DFP, was circulated and read out to all members in relation to the Voluntary Exit Scheme (VES). The Board noted that the Annual Report provided a very comprehensive and in depth account of the important and varied work carried out by HSENI staff. The Board commended all staff for their work throughout the year. This, together with assurances from the ARMC, provided the Board with sufficient assurance to allow the Accounts to be signed by the Chairman and Chief Executive. The DFP addendum, Annual Report and Statement of Accounts were formally adopted and approved by the Board.</p>	
<p>7. Strategy Update and Discussion</p>	<p>The Chief Executive, Chairman and Senior Management Team updated the Board on the development of the 2016/2020 Corporate Plan, which has been taken forward in conjunction with HSENI's Head of Groups. It was felt that the upcoming Tripartite meeting between HSE, HSA and HSENI, which is due to take place on 7th July, may also contribute to the process, particularly with regard to the wider context. The Chair asked for Board approval for this process to continue, whereby the SMT would lead on the Corporate Plan development and feed back at Board meetings on progress. The Board agreed.</p>	
<p>8. AOB</p>	<p>It was agreed by all to invite the new DETI Minister, Jonathan Bell, to the October Board Meeting.</p> <p>Board approval was sought by HSENI's finance department to email future payslips to Board Members. All Board Members agreed to this.</p>	<p>Chief Executive</p>
<p>9. Date and Venue of next Board Meeting</p>	<p>The Chairman outlined the arrangements for the next Board meeting which is to be held on Thursday 6th August 2015, in Longbridge House, Waring Street, Belfast. The Board Meeting will commence at 09:00am.</p>	

Board closed at 12:00 noon

Board Minutes adopted and approved:

Signed: 

Dated: 6th August 2015.

George Lucas, HSENI Chairman

