

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

**28 April 2017, Ladas Drive, Belfast**

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

**B Monson**

**N Monson**

**L Burns**

### **1. Apologies**

None

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

None

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

None

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

SMT noted no staff accidents or near misses reported since the last meeting in March. A new inspection of Ladas and Omagh was planned for 4 May.

SMT discussed staff personal safety given a recent issue on a construction site. Staff are advised to manage issues as sensitively as possible with main contractors but to prioritise and minimise any risks to their own safety. Staff should take advice from senior managers as necessary.

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

SMT considered the risk register and emerging risks. The current political situation was identified as an emerging risk, both in terms of lack of clarity around budget issues and potential infraction due to the possible delay in making EU legislation. Both issues are being managed at present but if things take a long time resolve the risks to HSENI business could intensify.

SMT discussed the 2016/17 budget which remained on target at this stage. Spend was continuing on programme work and it was expected that the overall final outturn would be within the 2% tolerance level.

SMT again discussed the 2017/18 budget. Planning work had been carried out and plans had been made to deal with any in year reductions, although these were very likely to have significant impact on frontline services and statutory work.

SMT noted the excellent performance in Internal Audits for 2016/17. The five audits (listed below) all received the highest – substantial – ratings and staff had been praised highly by the Audit and Risk Management Committee for performance in these areas.

The 5 Internal Audits were: Scientific Services, Financial Controls, Corporate Governance, Business Continuity and disaster recovery, Procurement.

## **6. HR**

SMT considered the 2016/17 absence statistics. The HSENI absence rate of 4.4% compares favourably to both DfE (4.5%) and the wider NICS (5.5%). Impressively the percentage of HSENI staff with no absence remains high at almost 92% and the vast bulk (62%) of illnesses were long term in nature. Staff were commended for their continued excellent performance in this area.

Mr Burns updated SMT on the position with the Omagh office. Discussions continue with DoF and HSENI continues to operate from the Lancer building at present.

SMT discussed the recent leadership workshop at Malone House. It was agreed to finalise the write up of the discussions and seek 4 volunteers (2 x SMT, 2 x HoG) to take the work forward.

**Action: Mr Morrison to finalise the workshop write up and seek 4 volunteers**

SMT congratulated Mr Burns on his permanent promotion to Deputy Chief Executive following the recent competition.

SMT agreed to begin the process of a Principal Inspector competition to fill the vacancy left by Mr Burns and any upcoming vacancies.

**Action: Mr Burns to talk to NICS HR about running a Principal Inspector competition**

SMT discussed working with NICS HR going forward and it was agreed that Mr Burns would be the HSENI point of contact on day to day issues. Mr Morrison would seek attendance from NICS HR at SMT on a quarterly basis.

**Action: Mr Morrison to write to NICS HR seeking a representative to attend SMT on a quarterly basis.**

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

SMT discussed the current caseload of the Major Investigation Team. Out of 30 cases, 21 cases were currently being investigated or at the file preparation stage. The remaining cases were with the PPS (7 cases) or already in the court system (2 cases). Mrs Monson advised that the MIT team is at full capacity.

SMT noted media coverage of recent prosecutions and noted that PPS had referred the McKenzie case to the Court of Appeal in relation to sentencing.

SMT noted the very complex investigation underway following the recent fatality at the Port of Belfast. SMT noted the likely high investigatory costs involved because of the need to engage external expertise and HSE (GB) support.

Mr Burns advised that the CMS procurement exercise had identified a successful bidder and discussions were underway with DfE finance to ensure sufficient capital funds were available to HSENI in 2017/18.

Mrs Monson advised that work was ongoing with the NI Workplace Health Leadership Group on occupational health issues. Work continued on refining NI facts and figures, a press release had been issued to coincide with Workers Memorial Day and discussions were taking place about a possible occupational health conference in spring 2018.

## **8. Business Planning**

All but five targets in the 2016/17 Operating Plan had been achieved. None of the five were deemed to have significantly affected overall HSENI performance. Staffing pressures delayed the publication of the training and development plan, testing of the BCP Plan will take place in this financial year, the 2015 Staff Attitude Survey results are being considered by SMT in conjunction with recent leadership training, one piece of legislation has been delayed by factors outside HSENI's control and drafting of the Corporate Plan is ongoing and will form part of the 2017/18 plan.

SMT noted that work was underway to finalise the Internal and External 2017/18 Operating Plans.

## **9. Performance Monitoring**

Dr Monson updated SMT on the HSENI performance statistics. The figures to end March show the provisional work related fatality figure at 15 compared to 12 at the same stage in the previous year. Work was continuing on CMS to clarify and refine figures for all reportable injuries but it was hoped to see reductions in both this year. 65 Improvement Notices have been issued compared to last year's figure of 32 and 79 Prohibition Notices have been issued compared to 123 for 2016/17. Complaint numbers remain high at 813, which compares to 839 for 2016/17. The number of inspections remains in line with the Operating Plan target and was likely to be close to 6000.

## **10. Board Business**

SMT discussed preparation for, and attendance at, the forthcoming Board meeting on 10 May in Ladas Drive.

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

SMT considered forward diaries and key events over the next few months. Key events included a meeting with HSE (GB) about the Gas Safe Register contract, the Balmoral Show from 10<sup>th</sup> to 13<sup>th</sup> May, the H&S Review conference in Dublin on 11<sup>th</sup> May, and the IOSH AGM on 17<sup>th</sup> May

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

22 May 2017 at 2.00pm in Ladas Drive