

Minutes of the HSENI Senior Management Team (SMT) Meeting

24 April 2018, Ladas Drive, Belfast

In attendance: (Chair) K Morrison

B Monson

N Monson

L Burns

N Lavery, DfE (part of meeting)

1. Apologies

None

2. Minutes of last meeting

Agreed

3. Update on Agreed Action Points

- **A specific SMT session on the recent People Survey had been organised for 2 May**
- **Mr Burns continues to explore the advantages, disadvantages and possibility of flu vaccines for staff**

4. Discussion with Noel Lavery, DfE Permanent Secretary

SMT met with Noel Lavery, Permanent Secretary DfE, to discuss general issues including an introduction to HSENI, current strategic direction and priorities for HSENI, Brexit implications and preparations and DfE strategic priorities and current issues

5. Corporate Health, Safety and Welfare

SMT noted no incidents since the last meeting.

6. Audit, Risk Management and Finance

SMT considered the risk register and emerging risks. No emerging risks were identified.

Mr Morrison advised that the register had been reviewed at ARMC and it had been agreed that the compliance with GDPR risk can come off the register. The Records Management team was praised for its comprehensive work on preparing for GDPR. The main remaining issue is the carrying out of the Data Protection Officer function and Mr Burns advised an options paper is being produced.

Mr Burns updated on the 2017/18 budget figures to end year, reporting that HSENI's budget would outturn within the 1% tolerance level. SMT welcomed this result and congratulated the finance team and all HSENI staff for their careful management of the budget in what has been another very challenging year.

In relation to the 2018/19 and 2019/20 budget, Mr Morrison explained there was no clarity yet on future budgets but that he expected a rollover of the 2017/18 figure for 2018/19.

7. HR

SMT considered the end year HSENI absence statistics. Mr Burns explained that the average HSENI absence rate for 2017/18 (6.1%) compared to DfE (4.38%) and the wider NICS (5.85%), although higher than in previous years was again mainly accounted for by a small number of long term absences in 2017/18. On average 3.49% of HSENI's absences accounting for 65% of the lost days. The average total cost of absences each month was £17,000. On average 90.9% of staff didn't have any absence at all in 2017/18 and SMT commended staff for their dedication and commitment over the past year.

SMT considered the current vacancies. An offer has been made and the Senior Scientific Officer is hoped to be appointed by May. Other vacancies include 2 x Business Advisors and HSENI plans to run a recruitment process in May to attract a few qualified inspectors. Given staffing pressures on the construction team, an inspector has moved from agri-food to that area and a further construction compliance officer is also being sought. SMT noted the likelihood of an Administrative Assistant promotion Board publishing in the near future with the potential for several HSENI staff being successful.

8. Case and Project Work

SMT discussed the current caseload of the Major Investigation Team. Out of 27 cases, 16 cases were currently being investigated or at the file preparation stage. The remaining cases were with the PPS (6 cases) or already in the court system (5 cases). SMT noted recent successful prosecutions and congratulated the team on its hard work in securing these results. Mrs Monson advised there is some capacity in MIT at this time.

Dr Monson updated SMT on the CMS project. The workshops were now finished and the developers are writing the final specification which is being sent to HSENI chapter by chapter. A project Board meeting is planned for 2 May. The Cube system has now been completed and training is being organised

Mrs Monson updated SMT on the work the Out of Hours Review. Following informal meetings with Trade Union a meeting of the Review Group was being arranged to consider suggested amendments to the report. Following this formal Trade Union consultation on the issue would take place. SMT expressed its gratitude to the Review Group and to those who continue to participate on the rota and agreed an extra TOIL day for all those who had participated in the previous year.

9. Business Planning

SMT noted final progress on the 17/18 Operating Plan. Virtually all targets had been achieved and SMT congratulated all staff on this achievement in another very challenging year.

SMT noted the work going on in preparation of the 2018/19 Operating Plan and the intention was to seek Board agreement at the 8 May meeting.

SMT noted a 12 week consultation on the draft 2018-2023 Corporate Plan was launched on 6 April and the closing date for comments was 29 June. SMT commended everyone for their hard work in developing the Plan.

10. Performance Monitoring

Dr Monson updated SMT on the HSENI performance statistics using the new Cube system. The end year figures show the provisional work related fatality figure at 12 compared to 16 at the same stage in the previous year. Major injuries look to be up by around 6% in 2017/18 to 444 but the number of Over 3 Day injuries looks to be down around 7% to 1842. 58 Improvement Notices and 158 Prohibition Notices were issued in 2017/18. The number of visit interactions in 2017/18 was provisionally 6235 compared to 6137 the previous year.

11. Board Business

SMT discussed preparations for the Board meeting on 8 May

12. A.O.B.

SMT considered forward diaries and key events over the next few months, including the International Congress on Occupational Health in Dublin from 29 April to 4 May, a Corporate Plan stakeholder event on 11 May, Balmoral Show from 16-19 May,

SMT noted the Chief Executive would be abroad from 19-27 May inclusive and that Dr Monson would be formally delegated as Accounting Officer for this period

13. Date of next meeting

29 May 2018 @ 9.30am in Ladas Drive.