

Minutes of the HSENI Senior Management Team (SMT) Meeting 17 August 2018, Ladas Drive, Belfast

In attendance: (Chair) K Morrison

B Monson, N Monson, L Burns

1. Apologies

None

2. Minutes of last meeting

Agreed

3. Update on Agreed Action Points

- Mr Morrison issued a note on 6th July to all staff about OOH Report and consultation over the summer period

4. Corporate Health, Safety and Welfare

SMT noted no incidents or near misses since the last meeting.

5. Audit, Risk Management and Finance

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

Mr Burns updated on the 2018/19 budget. The budget remained on target with spend at end June running at 24% on salaries / other running costs and programme spend at 25%.

6. HR

SMT considered the absence statistics for July. Mr Burns explained that the HSENI absence rate for July (4.2%) compared to DfE (4.3%) and the wider NICS (6%), again is accounted for almost exclusively by a small number of long term absences. On average 2.8% of HSENI's absences accounted for 82.9% of the lost days. In July 94.5% of staff didn't have any absence at all.

SMT discussed some informal approaches about potential future partial retirements. SMT agreed to arrange a meeting with NICS HR to understand the full range of options.

Action: Mr Morrison to arrange a meeting with NICS HR

SMT discussed the 2018 staff survey and taking forward some of the action areas as discussed with the Board in July. Mr Morrison agreed to write to all staff about the way forward.

Action: Mr Morrison to write to all staff about the way forward on the staff survey results.

SMT discussed the impending departure of the Chief Executive to a new job in the charity sector in October and the options to provide cover for the Chief Executive post whilst a recruitment competition is running.

7. Case and Project Work

SMT discussed the current caseload of the Major Investigation Team. Out of 33 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 (5 cases). Mrs Monson advised there is no spare capacity in MIT at this time.

Dr Monson updated SMT on the CMS project which continues to progress as planned, including some good work done by the team over the summer period.

SMT discussed the opportunity to bid into the central Public Sector Transformation Fund for new initiatives.

8. Business Planning

SMT noted that work continues on delivery of the 18/19 Operating Plan, with most areas remaining on target to be achieved.

SMT noted that a 12 week consultation on the draft 2018-2023 Corporate Plan closed for comments on 29 June and the comments had been almost exclusively positive. Approval of a final document was not possible in the absence of a Minister but a way forward had been agreed with the Department and the Board, which would see the document published in final draft form in September.

9. Performance Monitoring

Dr Monson updated SMT on the HSENI performance statistics. The year to date (end July) figures show the provisional work related fatality figure at 6 compared to 5 at the same stage in the previous year. Major injuries look to be down by around 3% to date to 116 and the number of Over 3 Day injuries looks to have increased by 4% to 645. 28 Improvement Notices and 60 Prohibition Notices have been issued to date. The number of visit interactions to date in 2018/19 is provisionally 1960.

10. Board Business

SMT reviewed the decisions and discussion at the 26 July Board meeting.

11. A.O.B. - SMT considered forward diaries and key events over the next few months.

12. Date of next meeting

17 September 2018 in Ladas Drive.