

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

**22 February 2017, Ladas Drive, Belfast**

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

**B Monson**

**N Monson**

**L Burns**

### **1. Apologies**

None

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

The minutes of the last meeting held on 23 January 2017 which had been previously circulated were approved and adopted.

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

Mr Burns confirmed he had been working with SMT and HoGs to ensure spend of budget in line with Operating Plan allocations

Mr Burns confirmed he and D Mullan were progressing the Internal Audit procurement exercise with CPD

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

SMT noted no staff accidents or near misses reported since the last meeting in January and the most recent inspection of Ladas Drive on 12 December. A new inspection of Ladas and Omagh was being organised.

SMT noted the very positive developments around wellbeing initiatives (walking, Pilates, link and learn sessions, charity events, WELL day, etc) and commended the various staff involved in organising these very valuable events

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

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

SMT discussed the 2016/17 budget which remained on target at this stage, although there remained pressure to deliver on the planned high level of spend profiled for year end. Staff and Operating Costs spend was on target, as was capital spend. SMT reminded staff of the need to spend their Operating Plan budgets fully or signal any

reduced requirements as soon as possible. It was expected final outturn would again be within the 2% tolerance level.

## **6. HR**

SMT considered the January absence statistics. Again HSENI continues to outperform the rest of the NICS and staff were commended for their continued commitment and performance in this area.

Mr Burns updated SMT on the ongoing recruitment exercises. The competition to recruit up to 6 trainee Inspectors was underway. It was anticipated that the Deputy Chief Executive competition would be launched in March.

Mr Burns updated SMT on the centralised NICS HR project which would come into effect on 1 April 2017.

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

SMT discussed the current caseload of the Major Investigation Team. Out of 31 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 (3 cases). Mrs Monson advised that the MIT team is at full capacity.

Mr Burns advised that the CMS procurement exercise would close in the coming days

## **8. Business Planning**

All but three targets in the 2016/17 Operating Plan remain on track. 3000 farm advisory visits as part of the Farm Safety Partnership 3 year Action Plan remains very challenging given resource constraints. In addition, one set of Regulations was delayed beyond target date due to a number of complicating circumstances beyond HSENI's control. Also, whilst training provision continues, publication of HSENI's Learning and Development Plan has been put on hold due to staffing pressures.

SMT agreed an agenda for the forthcoming 17/18 Operating Plan bilateral meetings with Heads of Groups. The agenda was:

1. Group staffing
2. Group priorities (key issues and emerging issues)
3. Balance between proactive and reactive work
4. Occupational health
5. HSENI / Group budget

## **9. Performance Monitoring**

Dr Monson updated SMT on the HSENI performance statistics. The figures to end January show the provisional work related fatality figure at 13 compared to 9 at the same stage in the previous year. Work was continuing on CMS to clarify and refine figures for all reportable injuries. 61 Improvement Notices have been issued compared to last year's figure of 28 and 60 Prohibition Notices have been issued compared to 103 for the same period last year. Complaint numbers remain high at 660, this compares to 691 for the same period last year. The number of inspections remained on target with the Operating Plan.

## **10. Board Business**

Discussions continue with DfE on the appointment of a new HSENI Chairperson. George Lucas is scheduled to complete his term on 31<sup>st</sup> March 2017. SMT agreed to recognise his contribution at a staff event.

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

SMT considered forward diaries and key events over the next few months. Key events included a Farm Safety Partnership meeting, the WISHNI Ambassadors event, Head of Group bilaterals, a North South farm safety meeting, the annual Asbestos Seminar, and a local government partnership meeting.

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

20 March 2017 at 9.30am in Ladas Drive