

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

**19 February 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**

- **An SMT briefing on social media use and access during emergencies by Joe Livingstone was held at the start of the meeting**
- **An SMT presentation on progress on implementation of GDPR in HSENI will take place in next few weeks**
- **DCEs have discussed with HoGs the need for all staff to complete the Whereabouts system**

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

SMT noted no staff accidents or near misses reported since the last meeting in November.

Mr Burns will check on the date for the next Ladas inspection. Mr Morrison will take part in the inspection.

**ACTION: Mr Burns will check on the date for the next Ladas inspection. Mr Morrison to take part**

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

SMT considered the risk register and emerging risks. SMT discussed the development of the new CMS system and the associated financial, operational and continuity risks. SMT agreed that the CMS Project Board, which contains 3 of 4 SMT members, was the right vehicle to manage the project and the risks are deemed low at this stage. No other new emerging risks were identified.

Mr Burns updated on the 2017/18 budget figures to end January, reporting that HSENI's budget remained broadly on target at this stage in the year. Staff and Operating Costs

currently sit at 79% of spend and Programme 57% spend to date. SMT will continue to look closely at budget management to year end.

## **6. HR**

SMT considered the HSENI absence statistics. Mr Burns explained that the HSENI absence rate for January (7.2%) compared to DfE (5.9%) and the wider NICS (7.2%) was mainly accounted for by a small number of long term absences, with 2.8% of our absences accounting for 43.8% of the lost days, and by seasonal flu. Encouragingly 85.7% of staff didn't have any absence at all in January.

SMT considered the current vacancies. The Senior Scientific Officer is hoped to be appointed by May. Other vacancies include 2 x Business Advisors and HSENI is looking into the possibility of running a recruitment process to attract a few qualified inspectors to fill existing vacancies.

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

SMT discussed the current caseload of the Major Investigation Team. Out of 32 cases, 17 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 (9 cases). SMT noted the current staffing pressures on MIT and praised staff for their continued flexibility and commitment.

Dr Monson advised that the CMS project continues to move forward. Workshops continue every week. SMT again thanked all staff for their contribution to this important project.

Mrs Monson updated SMT on the work of the Workplace Health Leadership Group (WHLG) and plans for the conference on 14 March.

## **8. Business Planning**

SMT noted progress on the 17/18 Operating Plan. Some targets had already been achieved and most others remained on target at this stage. SMT noted the work going on in preparation of the 2018/19 Operating Plan and the forthcoming bilaterals with HoGs.

SMT discussed preparation of the 2018-2023 Corporate Plan. Following internal consultations the draft Plan was being updated with a view to seeking Departmental approval to launch a consultation exercise in March.

## **9. Performance Monitoring**

Dr Monson updated SMT on the HSENI performance statistics using the outworking of the new Cube system. The latest figures to end January 2017 show the provisional work related fatality figure at 9 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 – provisionally these show 1898 total reportable injuries to end January (compared to

2071 in same period in 16/17). 48 Improvement Notices and 140 Prohibition Notices have been issued so far this year. The number of inspections to date is 5326.

## **10. Board Business**

None

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

SMT considered forward diaries and key events over the next few months, including a North/South farm safety meeting on 20<sup>th</sup> February, a DfE Oversight & Liaison meeting on 7<sup>th</sup> March, a visit by HSE (GB)'s Director of engagement and policy on 8<sup>th</sup> March, the WHLG conference and WISHNI Ambassador Awards on 14<sup>th</sup> March and the HSENI Asbestos conference on 15<sup>th</sup> March.

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

20 March 2018 @ 9.30am in Ladas Drive