

**Minutes of the HSENI Senior Management Team (SMT) Meeting  
4 March 2019, Ladas Drive, Belfast**

**In attendance: (Chair) R Kidd**

B Monson

N Monson

L Burns

**1. Apologies - None**

**2. Minutes of last meeting - Minutes of January SMT were agreed.**

**3. Update on Agreed Action Points**

- a. ACTION - Incident notification escalation procedure - **COMPLETE.**
- b. ACTION - Review 'lone worker safety *policy*' - **COMPLETE.**
- c. ACTION - Lone worker training to be organised - Personal Safety training being delivered by Quell on 26 February, 20 March. Feedback very good from first course.
- d. ACTION - Raise Chemicals MoU issues with HSE (On hold until EU exit Legislation is completed).
- e. ACTION - Complaints – Principle Inspectors to review open complaints to ensure timely recording and closure (ongoing);
- f. ACTION – Roll out of HSE GB Management Standards - this exercise will commence with a letter from Acting Chief Executive w/c 21.01.19, the survey will be issued in early February – **COMPLETE.**
- g. ACTION – A small working group to be set up, chaired by the head of training to develop a documented programme of visits across groups - Group met a bank of 3 assigned Inspectors from other operational areas will give 4 weeks each to the MIT Trainees. A proforma will be used to report back on all visits and competences observed. All content with this approach – **COMPLETE.**
- h. ACTION – Need to develop and agree with the new GB internal assessor, a formalised programme to ensure that every trainee has the opportunity through visits to demonstrate all competencies necessary for Professional Practice Competency Framework (PPCF). As above.
- j. ACTION – Trainee induction programme to be developed. **COMPLETE.**

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

SMT noted no incidents since the last meeting. It was noted that an inspection of Ladas Drive took place since the last meeting (W/C 21/1) and no issues were highlighted.

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

- a) There has not been an ARMC meeting since the last SMT.
- b) The Risk Register was discussed and it was agreed that new emerging risks would be added as necessary. The SMT Risk Register is attached at **Annex A** with the following changes:

- ✓ Staffing risk the likelihood has been changed to “3”;
- ✓ A new emerging risk has been added in relation to the significant pressures in processing notifications due to staff availability;
- ✓ A new emerging risk has been added in relation to delays in delivery of CMS and the impact on payments and capital monies.

SMT discussed finance to end of January 2019, the budget remained on target with spend at end of January running at 81% on salaries / other running costs and programme spend at 31% (This figure reflects amended accounts.) SMT will continue to monitor budget management until year end.

## **6. HR**

SMT considered the absence statistics for January 2019. Mr Burns explained that the HSENI absence rate for January (5.9%) compared to DfE (5.1%) and the wider NICS (6.3%). On average 3.1% of HSENI’s absences accounted for 52.5% of the lost days. In January 88% of staff didn’t have any absence at all. The cost of absences in January was £17,000.

### **Appointments / Vacancies**

- a. Higher Scientific Officer vacant as of August 2018. Efforts to fill this post are underway.
- b. 5 trainee inspectors will commence employment w/c 11 March 2019.
- c. It was noted that some HSENI staff will be called on to assist with the C3 arrangements in relation to dealing with specific Brexit technical issues.

### **Other**

A mix of vacancies / illness / promotion continue to cause some pressures within HSENI. SMT considered a number of planned moves to help alleviate pressures but acknowledge that these are not long terms solutions as the pressures swiftly resurface in other areas of the business.

Given the way the NICS systems work it is extremely difficult to have succession plans in place to prevent what could be significant disruption. The above situation is being managed and monitored. We continue to liaise with NICSHR on these issues.

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

- a. SMT discussed the current caseload of the Major Investigation Team. 26 cases at investigation stage. Eight cases with the PPS (NI), eight cases are in the court system. There is currently only limited capacity in MIT to respond to incidents involving fatalities (Other cases will be dealt with in groups).
- b. SMT discussed the testing phase of the new CMS system. Phased testing has identified issues that are being worked through. The nature of some of the issues mean that the project is going to deliver less than anticipated in this financial year. The intention is to hold back on new modules so staff will not actually see any loss of functionality when the initial changeover occurs and new modules will be brought online later.

## **8. Business Planning**

SMT noted that the bilateral meetings had almost completed which would provide much of the information needed to help inform the draft operational plan for the incoming year.

## **9. Performance Monitoring**

Dr Monson updated SMT on the HSENI performance statistics using the new Cube system as detailed below (last year figures in brackets):

**NOTE: All stats are provisional and should not be relied upon.**

Total RIDDOR reports – 2097 (2414)

Work related fatalities – 14 (9)

Over three days – 1644 (1793)

Major Injuries – 275 (430)

Dangerous Occurrences – 89 (82)

Member of Public injury – 78 (98)

YTD visits – 5104 (5896)

Advisory Activity – 1966

Complaints – 773 (802)

Improvement Notices – 84 (54)

Prohibition Notices – 130 (147)

## **10. Board Business**

Next Board meeting 17 April 2019.

## **11. AOB**

There were no items raised.

## **12. Date of Next Meeting**

The date to be arranged.

## Emerging Risks

Date	Risk	Impact	Likelihood	Action	Escalate to HSENI risk register
19.11.18	Falling number of applicants to trainee inspector competition	2	2	Consider undertaking a review of trainee inspector recruitment and training	No
21.01.19	Staff resourcing across all operational groups is tight and service delivery susceptible to unexpected absences such as sick leave etc.	3	3	HOGs to monitor and report to SMT. Reduce group output where necessary. Keep board informed. Keep O&L informed.	Yes
21.01.19	Impact of volunteering for C3 and other EU Exit matters may cause significant strain on operational and admin groups.	2	Unknown	HOGs to monitor and report to SMT. Reduce group output where necessary. Keep board informed. Keep O&L informed.	Yes – when impact known
04.03.19	Significant pressures in processing notifications due to staff availability.	2	2	RM to develop an action plan which will prioritise the notifications and allocate staff to meet demand and reduce / stop work in order to facilitate priority work.	No – not at present
04.03.19	CMS – technical issues with the implementation of the new CMS resulting in potential delays.	2	2	Modular approach to deployment being used to minimise disruption to normal operation.	No – not at present

Impact	Likelihood
1 = Low (little impact on achievement or minor non-compliance)	1. Low (may occur in exceptional circumstances)
2 = Moderate (>£10k / local media interest / NIAO criticism / reduction of service delivery)	2. Moderate (could occur at some time in limited circumstances)
3 = High (failure of key service / £100k loss)	3. High (likely to occur in many circumstances)
4 = Extreme (failure of key objective(s) / £1m loss / attention from assembly / PAC / death)	4. Extreme (is unexpected to occur in most circumstances)