

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

**23 January 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 19 December 2016 which had been previously circulated were approved and adopted.

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

None.

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

SMT noted no staff accidents or near misses reported since the last meeting in December and the most recent inspection of Ladas Drive on 12 December.

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

SMT considered the risk register and emerging risks. SMT agreed to add 'Potential impact of UK exit from the EU' to the risk register and noted that scoping work on this was well underway thanks to P Moore and the legislation team.

SMT agreed the governance assurance statement and questionnaire for DfE.

SMT discussed the 2016/17 budget which remained on target at this stage, although there was a need to deliver on the normal high level of spend profiled for year end. Staff and Operating Costs spend was provisionally 72% at end December. Programme spend was only at 34% at end December, although SMT noted that traditionally there is a lot of year end spend on some big programme areas. Capital spend was at 33% at present and plans are in hand to spend the full £10k budget. SMT reminded staff of the need to spend their Operating Plan budgets fully or signal any reduced requirements as soon as possible.

**Action: Mr Burns to work with DCEs and HoGs to ensure spend of budget in line with Operating Plan allocations.**

SMT discussed renewal of HSENI's Internal Audit contract. Following discussions with DfE Internal Audit they do not have capacity to take on audit for HSENI at this stage but may have capacity in the future. SMT agreed to launch a procurement exercise via the normal CPD route.

**Action: Mr Burns to progress an Internal Audit procurement exercise with CPD.**

## **6. HR**

SMT considered the December absence statistics. During December the HSENI absence rate was 6.0% (NICS 4.5% and DfE 6.2%). 91% of HSENI staff had no absence in December. 55% of absences were deemed long term. The total cost of sickness absence for December was estimated at £15,000.

Mr Burns updated SMT on the ongoing recruitment exercises. The Occupational Health Professional has started, as has a new construction Compliance Officer. A new Staff Officer in the Communications team would start at the end of January. The competition to recruit up to 6 trainee Inspectors had been launched. It was anticipated that the Deputy Chief Executive competition would be launched in February / March.

Mr Burns updated SMT on the centralised NICS HR project which would come into effect on 1 April 2017. The functions currently carried out by HSENI's HR staff, except specialist training, would transfer to NICS HR. SMT discussed the plans to redeploy those HSENI staff with HR roles within HSENI and discussed the need to help line managers understand the new arrangements for seeking advice on HR issues.

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

SMT discussed the current caseload of the Major Investigation Team. Out of 30 cases, 21 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 (3 cases). Mrs Monson advised that the MIT team would have some limited capacity to look at new cases.

SMT discussed a paper and recommendations about HSENI Market Surveillance roles designated in several pieces of Health and Safety legislation. SMT agreed C Anderson and P Moore would do some additional scoping work on HSE's approach to these issues.

## **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.

## **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. Continued work to CMS means that the end January figures for all reportable injuries are unavailable at present. 61 Improvement Notices have been issued compared to last year's figure of 28 and 58 Prohibition Notices have been issued compared to 103 for the same period last year. Complaint numbers remain high at 657, this compares to 691 for the same period last year. 4698 inspections have been carried out to date.

## **10. Board Business**

SMT discussed preparations for the Board meeting on 2 February which would include an update on the draft Farm Safety Action Plan 2017-2020.

There was no update yet from DfE on a new HSENI Chairperson.

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

SMT considered forward diaries and key events over the next few months. Key events included a Farm Safety Partnership Affiliates meeting, a meeting with Lisburn and Castlereagh Council, hosting the NICS Interdepartmental health and safety forum at Ladas and an Oversight and Liaison meeting with DfE.

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

22 February 2017 at 9.30 am in Ladas Drive