

Minutes of the HSENI Senior Management Team (SMT) Meeting

22 January 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 is being held at the start of February SMT**
- **A presentation to SMT on progress on implementation of GDPR in HSENI is being arranged**
- **The 2018/19 Operating Plan commissioning note had issued to HoGs and bilaterals were arranged for wks/b 19th and 26th February**

4. Corporate Health, Safety and Welfare

SMT noted no staff accidents or near misses reported since the last meeting in December. SMT thanked staff for their continuing good record and vigilance in this area.

5. Audit, Risk Management and Finance

Mr Morrison updated SMT on the issues discussed at the recent ARMC meeting.

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

Mr Burns updated on the 2017/18 budget figures to end December, reporting that HSENI's budget remained on target at this stage in the year. Staff and Operating Costs currently sit at 71% of spend and Programme 53% spend to date. SMT noted potential underspend in Staff and Operating Costs due to current vacancies and discussed options for managing any potential underspend. SMT also encouraged Heads of Groups to ensure spend on programme.

SMT discussed the 2018/19 and 2019/20 budget situation and agreed that the Chief Executive would respond to the DoF Budgetary Outlook consultation exercise.

6. HR

SMT considered the HSENI absence statistics. Mr Burns explained that the HSENI absence rate for December (5.3%) compared to DfE (4.1%) and the wider NICS (6.4%) was mainly accounted for by a small number of long term absences, with 2.9% of our absences accounting for 62.2% of the lost days. Encouragingly 91% of staff didn't have any absence at all in December and SMT thanked staff for their continuing good performance in this area.

SMT considered the current vacancies – Senior Scientific Officer and 2 x Business Advisors and noted the progress being made on filling them.

SMT considered the recent request from DfE to identify those with potential to be put forward for recognition via the Honours System.

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 (8 cases) or already in the court system (7 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. An initial meeting took place with the contractor in December and workshops have taken place each week in January. Work continues on the Cube and whilst some progress has been made SMT noted that this has been a very long and frustrating process. SMT noted the potential for some upcoming change controls to the existing CMS system later in the year.

Mrs Monson updated SMT on the work of the Workplace Health Leadership Group (WHLG) which was taking forward work on addressing Occupational Health issues and making plans for the conference on 14 March. SMT discussed the need to resource this area of work given the scale of the challenge and the new balance between safety and health identified in the draft Corporate Plan.

Mr Burns updated SMT on the progress towards GDPR compliance. SMT praised the team for the work done to date and Mr Morrison stressed the need for SMT to lead by example in this important area.

SMT agreed Mr Moore's paper on lines to take at the forthcoming workshop on the Chemicals Regulation, noting the practical and technical approach underpinning the position to be taken by HSENI, working alongside colleagues from other Departments and the Executive Office.

8. Business Planning

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

SMT discussed preparation of the 2018-2023 Corporate Plan. SMT welcomed the contributions and suggestions made individually and at the all staff event on 11th January. Work would now accelerate on considering these comments and finalising the draft Plan with a view to seeking Departmental approval to launch a consultation exercise in early March.

9. Performance Monitoring

Dr Monson updated SMT on the HSENI performance statistics. The figures to end December 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 were down compared to 2016/17. 41 Improvement Notices and 132 Prohibition Notices have been issued so far this year. 728 complaints (including online reporting) were received to date which compares to 706 for the same period last year. The number of inspections to date is 4899.

10. Board Business

Mr Morrison updated SMT on the approach being taken to fill Board vacancies which will arise in October 2018

11. A.O.B.

SMT considered forward diaries and key events over the next few months, including the NI Safety Group AGM on 22nd January, a WHLG meeting on 25th January HSENI Board meeting on 1st February and a Teagast / HSE farm safety meeting on 14th February.

12. Date of next meeting

19 February 2018 @ 2.00pm in Ladas Drive