

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

- Mr Burns updated on the provision of a flu vaccine. An email had issued to all staff on 22 June offering the option of being vaccinated and seeking interest.

4. Corporate Health, Safety and Welfare

SMT noted no incidents since the last meeting.

5. Audit, Risk Management and Finance

SMT considered the risk register and emerging risks. No emerging risks were identified although SMT continued to note the pressures on operational groups from incidents and complaints.

Mr Burns updated on the 2018/19 budget. The budget remained on target with spend at 24% on salaries and other running costs and programme spend at 20%.

6. HR

SMT considered the absence statistics for May. Mr Burns explained that the HSENI absence rate for May (6.0%) compared to DfE (4.1%) and the wider NICS (5.3%), again is accounted for almost exclusively by a small number of long term absences. On average 4.3% of HSENI's absences accounting for 79.4% of the lost days. In May 92.9% of staff didn't have any absence at all.

SMT considered other current vacancies - the Senior Scientific Officer post will be filled from early September. Unfortunately no suitable candidates were found for the experienced inspector competition. Several of the AAs successful in the recent promotion competition have been promoted within HSENI.

7. Case and Project Work

SMT discussed the current caseload of the Major Investigation Team. Out of 33 cases, 22 cases were currently being investigated or at the file preparation stage. The

remaining cases were with the PPS (5 cases) or already in the court system (6 cases). Mrs Monson advised there is limited capacity in MIT at this time.

Dr Monson updated SMT on the CMS project which is progressing as planned. A Project Board meeting has been planned for later in June. We have made good progress on 9 out of the 14 modules for the new system and regular communication continues with the supplier to keep to the timetable.

Mrs Monson updated on the Out of Hours (OOH) report which is now in final format. The Working Group has made some further suggestions around TOIL allowance. As agreed with trade union, staff will be consulted over the summer period with a view to populating a 12 month rota by end September.

SMT agree Mr Burns' social media policy subject to a few suggestions made by Mrs Monson.

8. Business Planning

SMT noted that the draft 18/19 Operating Plan remains with the Department for clearance. Work continues on delivery of the plan.

The 2018/19 Annual Report and Accounts was approved by Board on 19 June. SMT is very grateful to all those involved in preparation of these documents and for the hard work put in throughout the year.

SMT noted that a 12 week consultation on the draft 2018-2023 Corporate Plan closes for comments on 29 June.

9. Performance Monitoring

Dr Monson updated SMT on the HSENI performance statistics using the new Cube system. The year to date (end May) figures show the provisional work related fatality figure at 2 compared to 2 at the same stage in the previous year. Major injuries look to be up by around 10% to date to 66 and the number of Over 3 Day injuries looks to be down around 12% to 295. 20 Improvement Notices and 32 Prohibition Notices have been issued to date. The number of visit interactions to date in 2018/19 is provisionally 978.

10. Board Business

SMT discussed preparations for the Board meeting on 26 July

11. A.O.B.

SMT considered forward diaries and key events over the next few months.

12. Date of next meeting

17 August 2018 in Ladas Drive.