

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

**20 March 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 22 February 2017 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 February. A new inspection of Ladas and Omagh was being organised for April.

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

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

SMT discussed the 2016/17 budget which remained on target at this stage. Spend was continuing on programme work and it was expected that the overall final outturn would be within the 2% tolerance level.

SMT discussed the 2017/18 budget. In the absence of anything formal from DoF, the opening HSENI position was assumed to be a roll forward of HSENI's initial 2016/17 allocation. SMT discussed the various pressures, the recent trainee inspector competition and potential in year reductions and how these might be managed if necessary. It was again likely to be a very tight year in terms of finance with prudent financial management required by all until the situation becomes clearer.

### **6. HR**

SMT considered the February absence statistics. Although higher in February, HSENI continues to outperform the rest of the NICS and staff were commended for their continued commitment and performance in this area. The percentage of HSENI staff with no absence remains high at almost 90%

Mr Burns updated SMT on the ongoing recruitment exercises. The competition to recruit up to 6 trainee Inspectors had been completed and suitable candidates identified. HSENI would proceed to make offers to 4 people at this stage. The Deputy Chief Executive competition had been launched.

Mr Morrison updated SMT on the centralised NICS HR project and discussions with HSENI's new Strategic Business Partner.

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

SMT discussed the current caseload of the Major Investigation Team. Out of 32 cases, 22 cases were currently being investigated or at the file preparation stage. The remaining cases were with the PPS (7 cases) or already in the court system (3 cases). Mrs Monson advised that the MIT team is at full capacity. Mrs Monson also updated SMT on media coverage of recent prosecutions and the levels of fines being imposed by the court system.

Mr Burns advised that the CMS procurement exercise had closed and tenders were being evaluated. The 'go live' date was still planned for April 2018.

## **8. Business Planning**

All but four targets in the 2016/17 Operating Plan remain on track to be achieved.

17/18 Operating Plan bilateral meetings with Heads of Groups were ongoing.

## **9. Performance Monitoring**

Dr Monson updated SMT on the HSENI performance statistics. The figures to end February show the provisional work related fatality figure at 13 compared to 11 at the same stage in the previous year. Work was continuing on CMS to clarify and refine figures for all reportable injuries. 63 Improvement Notices have been issued compared to last year's figure of 31 and 63 Prohibition Notices have been issued compared to 110 for the same period last year. Complaint numbers remain high at 735, this compares to 760 for the same period last year. The number of inspections remains on target with the Operating Plan.

## **10. Board Business**

Derek Martin, formerly MD of the construction firm H&J Martin, has been appointed as HSENI Chairman from 1<sup>st</sup> April 2017.

Mr Morrison advised that he had met Mr Martin briefly and that he was keen to get up to speed on HSENI's remit and meet staff as soon as he could after 1<sup>st</sup> April.

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

SMT considered forward diaries and key events over the next few months. Key events included the civil contingencies planning group on 21 March, the annual asbestos seminar on 22 March, the NISG Quiz on 24 March, a HELANI partnership meeting on 30 March and the UFU annual dinner on 31 March

SMT agreed senior level cover for the Easter period.

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

28 April 2017 at 8.30am in Ladas Drive