

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

**22 May 2017, 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 Morrison is finalising the SMT / HoG workshop notes and will issue in the next few weeks, seeking 4 volunteers to take the actions forward
- Mr Burns is in contact with NICS HR / HR Connect about taking forward a Principal Inspector competition
- Mr Morrison has spoken to NICS HR about representatives to attend, and papers for, future SMT meetings

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

SMT noted no staff accidents or near misses reported since the last meeting in May.

### **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 outturn which was expected that the overall final outturn would be within the 2% tolerance level. All staff with budget responsibilities were commended for their efforts in another challenging year.

SMT discussed the 2017/18 budget situation. Mr Morrison had written to the DfE Permanent Secretary on 15 May to outline HSENI priorities, pressures and plans for managing the 2017/18 budget.

SMT considered and approved the draft Remuneration Report for inclusion in HSENI's 2016/17 Annual Report and Accounts.

## **6. HR**

SMT considered the HSENI absence statistics. The HSENI absence rate for April (4.4%) again compares favourably to both DfE (4.4%) and the wider NICS (4.4%). Staff were commended for their continued good performance in this area.

Mr Burns updated SMT on the position with the Omagh office. Discussions continue with DoF and HSENI continues to operate from the Lancer building at present. Despite representations from HSENI, all indications from DoF are that staff will be moving to Boaz House in Omagh in autumn 2017.

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

SMT discussed the current caseload of the Major Investigation Team. Out of 32 cases, 21 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 (3 cases). Mrs Monson advised that the MIT team is at full capacity and that arrangements were being put in place to cover Mrs Boylan's temporary absence.

SMT noted the recent Court of Appeal verdict on the McKenzie case which had supported the PPS view that the original sentence had been unduly lenient.

Mrs Monson updated SMT on the complex investigation at Port of Belfast, including on the team's work to manage the high investigatory costs involved.

Mr Burns advised that the CMS procurement exercise had identified a successful bidder and discussions remained underway with the Project Board and DfE Finance to ensure sufficient capital funds were available to HSENI in 2017/18 to begin the project.

## **8. Business Planning**

SMT noted that work was underway to finalise the Internal and External 2017/18 Operating Plans. The external OP would be presented to the HSENI Board in July for approval before transmission to DfE.

Mr Burns advised that work on developing the 2016/17 Annual Report and Accounts was on target.

## **9. Performance Monitoring**

Dr Monson updated SMT on the HSENI performance statistics. The figures to end April 2017 show the provisional work related fatality figure at 1 compared to 1 at the same stage in the previous year. Work was continuing on CMS to clarify and refine figures for all reportable injuries. 3 Improvement Notices and 7 Prohibition Notices have been issued so far this year. 77 complaints were received in April which compares to 89 for the same period last year. Whilst early days, the number of inspections to date is 433.

## **10. Board Business**

SMT members had had several meetings with the new Chairman. The Chairman was also in the process of meeting all HoGs and was taking part in a series of visits with staff and meetings with stakeholders.

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

SMT considered forward diaries and key events over the next few months. Key events included an agriculture tripartite meeting on 24/25 May, a Farm Safety Partnership meeting on 20 June and the ARMC / Board meeting on 21 June which would consider the 2016/17 Annual Report and Accounts.

SMT considered senior level cover for July and August.

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

19 June 2017 at 2.00pm in Ladas Drive