

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

**29 May 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. SMT agreed this should be progressed with a view to offering the vaccine to all staff in the autumn.

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

SMT noted no incidents since the last meeting. Work continues on ensuring all staff are suitably protected re face fitting.

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

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

Mr Morrison advised that the 2017/18 audit reports had now been received and that all had achieved Satisfactory ratings. These are the highest possible ratings and SMT praised the staff in the areas involved for their continued hard work on maintaining their very high standards.

Mr Burns updated on the 2017/18 budget outturn figures to end year, reporting that HSENI's budget had outturned within the 1% tolerance level. Mr Burns had circulated the draft accounts for 2017/18 and SMT approved the draft.

In relation to the 2018/19 and 2019/20 budget, Mr Morrison explained there was no clarity yet on future budgets but that he expected a rollover of the 2017/18 figure for 2018/19. Mr Burns updated on spend to date which was as expected at this time.

SMT noted Mrs Crook's GDPR progress report of 23 May and thanked all staff involved for their work on progressing the required actions and ensuring a smooth transition to GDPR.

## **6. HR**

SMT considered the absence statistics for April. Mr Burns explained that the average HSENI absence rate for April (6.0%) compared to DfE (4.0%) and the wider NICS (5.3%), was again mainly accounted for by a small number of long term absences in 2017/18. On average 4.6% of HSENI's absences accounting for 84.6% of the lost days. On average 91.1% of staff didn't have any absence at all in April which is a very good record.

SMT considered the current vacancies. An offer has been made to the Senior Scientific Officer with a hope that they will take up post in September. Other vacancies include 2 Business Advisors. Several applications have been received for the qualified inspector competition and interviews will be in June. A further construction compliance officer is also being sought.

SMT discussed the role of Data Protection Officer and Mrs Crook's options paper of 14 May. Option 2 was agreed which would see L O'Neill taking on this role. SMT expressed its deep gratitude to Mr O'Neill for his excellent work on progressing GDPR compliance.

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

SMT discussed the current caseload of the Major Investigation Team. Out of 31 cases, 20 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 (5 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.

## **8. Business Planning**

SMT noted that the draft 18/19 Operating Plan is with the Department for clearance.

SMT also noted that the 2018/18 Annual Report and Accounts are being prepared and would be considered at ARMC and Board meetings on 19 June.

SMT noted a 12 week consultation on the draft 2018-2023 Corporate Plan was launched on 9 April and the closing date for comments was 29 June. A successful stakeholder consultation event was held on 11 May.

## **9. Performance Monitoring**

Dr Monson updated SMT on the HSENI performance statistics using the new Cube system. The end year figures show the provisional work related fatality figure at 11 compared to 16 for 2016/17. Major injuries are up by around 25% in 2017/18 to 453 with all reportable injuries also up by about 13%. 216 Notices were issued in 2017/18. The number of visit interactions in 2017/18 was provisionally 6233 compared to 6137 the previous year.

## **10. Board Business**

SMT discussed preparations for the provisional ARMC meeting on 1 June and the ARMC and Board meetings on 19 June

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

SMT considered forward diaries and key events over the next few months, including a DfE Oversight and Liaison meeting on 5 June, a FSP on 18 June, ARMC and Board meetings on 19 June and several stakeholder meetings on the Corporate Plan.

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

26 June 2018 @ 9.30am in Ladas Drive.