

Minutes of the HSENI Senior Management Team (SMT) Meeting 19 November 2018, Ladas Drive, Belfast

In attendance:

B Monson
N Monson
L Burns

1. Apologies

None

2. Minutes of last meeting

Agreed

3. Update on Agreed Action Points

- a. **ACTION** - Incident notification escalation procedure (RM) (Ongoing);
- b. **ACTION** - Comms cover (RM) (Ongoing);
- c. **ACTION** - Inspection Ladas Drive (LB);
- d. **ACTION** - Review 'lone worker safety policy' (RM);
- e. **ACTION** - Amend Risk Register – see 5 below (LB);
- f. **ACTION** - Finance stocktake meeting to be arranged for January 2019 (LN);
- g. **ACTION** - Lone worker training to be organised – see 6 below(PC);
- h. **ACTION** - Raise Chemicals MoU issues with HSE (LB);
- i. **ACTION** - Contact DfE on Brexit issues (BM);
- j. **ACTION** - Complaints - P.I.'s to review open complaints to ensure timely recording and closure – must be done at every quarter end (a CMS report is available for this). Next review point is December 2018 (All P.I.'s); and
- k. **ACTION** - Arrange a meeting with HSE's Director of Engagement and Policy (LB).

4. Corporate Health, Safety and Welfare

SMT noted no incidents since the last meeting. Lone worker safety was discussed. See 3d above.

5. Audit, Risk Management and Finance

SMT considered the risk register and emerging risks. Ability to recruit P&T staff to be added as a future risk.

No information has been issued on the 2019/20 budget.

SMT discussed finance to end of October. Staff and Operating costs – 58% spend and Programme - £19k due to accounting adjustment, the impact of this has been reflected in December monitoring round adjustments. A finance stocktake meeting will be arranged for January 2019.

6. HR

SMT considered the absence statistics for year to date. Mr Burns explained that the average HSENI absence rate was 5.21%. HSENI's absences account for 96.77% of the working days lost. On average 91.91% of staff didn't have any absence at all which is a very good record.

SMT agreed lone worker training would be organised.

SMT discussed recruitment exercises and staffing pressures. These will be kept under review by HOGs and SMT.

7. Case and Project Work

SMT discussed the current caseload of the Major Investigation Team. The current caseload is at capacity. One fatality has been added since last month.

Dr Monson updated SMT on the CMS project which is progressing as planned. The development of test scripts has commenced with agency staff. The "Go Live" date is estimated for the end of April 2019.

Mrs Monson reported that the new OOH rota has gone live on 1 November 2018. A full rota has been populated for the year. SMT thanks all who have gone on the rota.

8. Business Planning

SMT also noted that the calling note for the 2019/20 Operating plan has been issued and work was ongoing.

Mr Burns to raise chemicals MoU issues with HSE.

Dr Monson to contact DfE on Brexit issues.

9. Performance Monitoring

Dr Monson updated SMT on the HSENI performance statistics using the new Cube system as detailed below (last year figures in brackets):

NOTE: All stats are provisional and should not be relied upon.

Total RIDDOR reports – 1381 (1657)
Work related fatalities – 8 with 2 pending decision
Interactions – 3613 (4505)
Advisory Visits – 1403
Complaints – 560 (555)
Improvement Notices – 61 (34)
Prohibition Notices - 96 (119)

10. Board Business

Next Board meeting 31 January 2019.

11. A.O.B.

SMT considered forward diaries and key events over the next few months, including the Waste Industry Awards on 21 November 2018, the Tripartite meeting with HSA and HSE in Dublin on 29 November 2018. Mr Burns to arrange a meeting with HSE's Director of Engagement and Policy.

12. Date of next meeting

17 December 2018 @ 14:00pm in Ladas Drive.