Minutes of SMT Meeting held on Wednesday 6 November 2019 at 9:30am
Chief Executives Office, HSENI, 83 Ladas Drive

In attendance: R Kidd Chair and Chief Executive
               L Burns Deputy Chief Executive
               N Monson Deputy Chief Executive
               B Monson Deputy Chief Executive

1. **Apologies:** There were no apologies.

2. **Minutes of the last meeting.**
   
The minutes were agreed.

3. **Action Points:**
   
   - SMT noted the various comments received on the use of Body Worn Video. These are still being considered and it was proposed to run a trial of the body worn video with the Extractive Industries Team
   - SMT noted that a security review is being conducted of the reception area of the building
   - There was some discussion around the interview room facility and could it be relocated to the public area of the building
   - SMT considered if it might be useful to offer conflict resolution training for those who might feel it would benefit them.

4. **Corporate Health, Safety and Welfare**
   
The Issue of the security review was already discussed as it related to a previously issue around access to the premises by the public.

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

   It was noted that the October monitoring round outcome remains unknown with no certainty of what elements of the shortfall will be met. Plans remain in place to seek to live within our budget as closely as possible depending on the outcome of the monitoring round.

   Finance – General – (To 31st October - Target is 58%):
   Staff & Operating:
   Salaries – 56%.
   T&S – 55%.
   Other - 81%.
   TOTAL - 57%.

   Programme (Target is 58%):
   
   Spend – 34%
   Capital – 51%
6. HR

We considered the latest position on staffing with new vacancies arising and how those will be managed or filled going forward. There was some discussion about how staff might be redeployed to help alleviate pressures and shore up the most critical functions in the short term.

It was noted that a few new staff are now in post.

7. Case and Project Work

(a) MIT update – there are currently 23 cases at the investigation stage, 4 cases are with PPSNI and 6 cases are in the courts system. It was acknowledged that MIT has limited capability to take on any new cases at this time.

(b) CMS update – Two low impact issues remain. The auditors will carry out some work in January will form part of the Post Project Evaluation. IT was noted that some IT Assist updates had caused short term glitches to impact on CMS.

8. 19/20 Operating Plan

It was noted by SMT that we expect we will achieve the majority of our targets, however going forward the pressures will continue to exert if budget remains as constrained due to cuts we will be forced to make. A calling note has issued in respect of the 20/21 operating plan.

9. Performance Monitoring

There was a discussion around the key stats for the first 6 months of the year. The new system is bedding in well. On the whole. Reportable incidents and serious injuries have fallen on the same period last year.

   Total RIDDOR reports – 1297 (1500)
   Work related fatalities – 5 (7)
   Over three days – 1026 (1183)
   Major Injuries – 161 (186)
   Dangerous Occurrences – 72 (67)
   Member of Public injury – 38 (64)
   YTD visits – 3140 (3620)
   Advisory Activity – 971
   Complaints – 463 (508)
   Improvement Notices – 29 (59)
   Prohibition Notices – 102 (95)

10. Board Business

It was noted that at the last board meeting the board expressed an interest in financial projections and proposals around which work areas might be impacted by a
less favourable funding settlement. Financial projections can only assume flat baseline starting position and costs will increase by pay award costs. Based on the information we have at present our finances remain on target.

11. Product Safety and Machinery Guarding

This work is ongoing involving a number of staff from within HSENI. It was noted that the BS EN 620 is under review at present. Training for inspectors is planned for December 2019 with a seminar for wider dissemination intended to be run in 2020.

12. AOB

- The Chief Executive and one DCE will attend the HSA National Summit in Dublin later this month as guests of the CEO of HSA.
- SMT discussed and agreed a position on a resourcing request from the OCTF.
- There was consideration given to participation by staff in a mentor / mentee scheme.
- The staff and board surveys were discussed and also how SMT might register their views as they act as a conduit between staff, the board and the Department as well as key stakeholders.
- Our role on work towards the suicide prevention strategy was also noted.

13. Date of Next Meeting

Wednesday 4\textsuperscript{th} December 2019 @ 12:45pm
<table>
<thead>
<tr>
<th>Date</th>
<th>Risk</th>
<th>Impact</th>
<th>Likelihood</th>
<th>Action</th>
<th>Escalate to HSENI risk register</th>
<th>Updates</th>
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</thead>
<tbody>
<tr>
<td>19.11.18</td>
<td>Falling number of applicants to trainee inspector competition.</td>
<td>2</td>
<td>2</td>
<td>Consider undertaking a review of trainee inspector recruitment and training</td>
<td>No</td>
<td></td>
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<tr>
<td>21.01.19</td>
<td>Staff resourcing across all operational groups is tight and service delivery susceptible to unexpected absences such as sick leave etc.</td>
<td>3</td>
<td>3</td>
<td>HOGs to monitor and report to SMT. Reduce group output where necessary. Keep board informed. Keep O&amp;L informed.</td>
<td>Yes</td>
<td>03.12.19 Following O&amp;L on 13.11.19 vacancies will be filled as all deemed essential. Risk will remain on HSENI RR until situation stabilised.</td>
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<tr>
<td>21.01.19</td>
<td>Impact of volunteering for C3 and other EU Exit matters may cause significant strain on operational and admin groups.</td>
<td>2</td>
<td>Unknown</td>
<td>HOGs to monitor and report to SMT. Reduce group output where necessary. Keep board informed. Keep O&amp;L informed.</td>
<td>Yes – when impact known</td>
<td>03.12.19 This risk is now closed (3.12.19) – see risk 1 on 19.9.19 below.</td>
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<tr>
<td>04.03.19</td>
<td>Significant pressures in processing notifications due to staff availability.</td>
<td>2</td>
<td>2</td>
<td>RM to develop an action plan which will prioritise the notifications and allocate staff to meet demand and reduce / stop</td>
<td>No – not at present</td>
<td>03.12.19 Two AO vacancies being filled following O&amp;L 13.9.19. Risk will remain on HSENI RR</td>
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<td>04.03.19</td>
<td>CMS – technical issues with the implementation of the new CMS resulting in potential delays.</td>
<td>2</td>
<td>2</td>
<td>Modular approach to deployment being used to minimise disruption to normal operation.</td>
<td>No – not at present</td>
<td>03.12.19 This risk is now closed (3.12.19).</td>
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<td>09.09.19</td>
<td>In legislation the giving of any status to NI which would lead to an immediate or future divergence from GB would cause difficulties.</td>
<td>2</td>
<td>Unknown</td>
<td>Ongoing liaison with HSE (GB) and other government bodies.</td>
<td>No – not at present</td>
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<td>19.09.19</td>
<td>One C3 volunteer which will put pressure on operational team</td>
<td>2</td>
<td>Unknown</td>
<td>Monitor situation.</td>
<td>No – not at present</td>
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<td>19.09.19</td>
<td>2020/21 baseline – no certainty so working assumption has to be start 2020 same as 2019 which would mean starting year with a major financial deficit.</td>
<td>3</td>
<td>4</td>
<td>Awaiting 2020/21 baseline budget</td>
<td>Yes</td>
<td>03.12.19 Following O&amp;L on 13.11.19 an indication was given that budget pressures as identified would be handled through an amended baseline. Risk will remain on</td>
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<td>Monitor situation</td>
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<td>HSENI RR until situation stabilised</td>
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<td>19.09.19</td>
<td>Potential loss of key member of staff through promotions</td>
<td>2</td>
<td>Unknown</td>
<td>Monitor situation</td>
<td>No – not at present</td>
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<td>09.10.19</td>
<td>No risks added</td>
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<td>Monitor situation. Following O&amp;L on 13.11.19 vacancies will be filled</td>
<td>No – not at present</td>
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<td>06.11.19</td>
<td>Three teams (OST / Notifications / MUD) are under significant pressures</td>
<td>2</td>
<td>3</td>
<td>Monitor situation. Following O&amp;L on 13.11.19 vacancies will be filled</td>
<td>No – not at present</td>
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<td>stabilised.</td>
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**Impact**

1 = Low (little impact on achievement or minor non-compliance)

2 = Moderate (>£10k / local media interest / NIAO criticism / reduction of service delivery)

3 = High (failure of key service / £100k loss)

4 = Extreme (failure of key objective(s) / £1m loss / attention from assembly / PAC / death)

**Likelihood**

1. Low (may occur in exceptional circumstances)

2. Moderate (could occur at some time in limited circumstances)

3. High (likely to occur in many circumstances)

4. Extreme (is unexpected to occur in most circumstances)