

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

**25 October 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**

- **SMT considered the paper produced by NICS HR and will use these reports at future SMT meetings**

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

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

Health and safety inspections of Ladas will take place in next few weeks. Arrangements for Boaz House are still being confirmed.

**Action: Mr Burns to arrange an inspection of Ladas Drive and check situation in Boaz**

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

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

Mr Burns updated on the 2017/18 budget figures to date, reporting that all elements of HSENI's budget remained on target at this stage in the year. Staff and Operating Costs currently sit at 48% of spend and Programme 26% spend to date. Spend on Capital in 17/18 is currently being considered based on the implementation of the new CMS project. SMT encouraged Heads of Groups to ensure spend on programme.

### **6. HR**

SMT considered the HSENI absence statistics. Mr Burns explained that the HSENI absence rate for September (6.3%) compared to DfE (4.2%) and the wider NICS (5.6%) was mainly accounted for by a small number of long term absences.

Encouragingly 93% of staff didn't have any absence at all in September. The average cost of absence per month is approximately £14,400.

SMT noted that Caroline Rainey had joined Records Management as an EO2

Mr Burns updated SMT on the Principal Inspector competition. Interviews are planned for week beginning 13<sup>th</sup> November.

SMT considered the other current vacancies – Senior Scientific Officer and 2 Business Advisors and noted the progress being made on filling these vacancies as soon as practicable

SMT noted that NICS People Survey had been launched and encouraged all members of staff to participate if possible.

**Action: Mr Morrison to invite NICS HR to December SMT meeting**

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

SMT discussed the current caseload of the Major Investigation Team. Out of 33 cases, 18 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 (7 cases).

Mr Burns and Dr Monson advised that the CMS project continues to move forward. A contract is expected to be signed with the successful bidder very soon. Once the contract starts, likely early December, a process of the contractor working with staff to deliver the specification will commence. This is an important project and SMT agreed groups and individuals must prioritise workloads to contribute if help is needed.

SMT welcomed the recent visit by Prof David Fishwick, HSL Chief Medical Officer where there had been a very informative and constructive discussion about HSE's approach and working together. Work continues with the Workplace Health Leadership Group and statisticians to develop a NI occupational health strategy and action plan.

SMT discussed HSENI's response to Storm Ophelia, including central co-ordination, internal and external communications, maintaining and staffing essential services, potential use of the SMS system in future, availability of IT equipment to facilitate remote working, cover / deputies for critical roles and links to NI Direct. SMT expressed its gratitude to all staff who volunteered to run essential services and work out of hours and those who offered to do so.

**Action: SMT to discuss HSENI's response with Heads of Groups and managers of any essential services**

SMT noted the work being done with HSE in relation to a new – UK wide – Gas Safe Register contract and agreed the recommendations in the October 2017 paper from the Major Hazards, Gas and Transport team

SMT noted N Lyons paper of October 2017 on market surveillance and agreed the recommendations

## **8. Business Planning**

SMT noted progress on the 17/18 Operating Plan. Some targets had already been achieved and all others remained on target at this stage.

The 2016/17 Annual Report and Accounts was published on Friday 23<sup>rd</sup> September and received positive news coverage.

SMT discussed development of the Corporate Plan 2018-2023. The intention remained to agree the overall strategy with the Board in October and consult with staff at an event in December or January, with a view to publishing a draft for public consultation as early as possible in 2018.

## **9. Performance Monitoring**

Dr Monson updated SMT on the HSENI performance statistics. The figures to end September 2017 show the provisional work related fatality figure at 9 compared to 8 at the same stage in the previous year. Work was continuing on CMS to clarify and refine figures for all reportable injuries but indications were that both Major and Over 3 Day injuries are down at this stage on the equivalent period for last year. 16 Improvement Notices and 86 Prohibition Notices have been issued so far this year. 423 complaints (including online reporting) were received to date which compares to 467 for the same period last year. The number of inspections to date is 3327.

## **10. Board Business**

SMT discussed preparations for the Board meeting on 26<sup>th</sup> October.

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

SMT considered forward diaries and key events over the next few months.

Senior level cover for half term week was agreed

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

20 November 2017 at 9.30am in Ladas Drive followed by SMT Strategy