

Minutes of the HSENI Senior Management Team (SMT) Meeting

22 October 2018, Ladas Drive, Belfast

In attendance:

B Monson

N Monson

L Burns

1. Apologies

None

2. Minutes of last meeting

To Follow

3. Update on Agreed Action Points

- a. Corp Plan Powerpoint Slides (RM) (Completed);
- b. Corp Plan on website (KM) (Completed);
- c. **ACTION** - Incident notification escalation procedure (RM) (Ongoing);
- d. **ACTION** - Comms cover (RM) (Ongoing);
- e. **ACTION** - Risk Register (LB) (Ongoing);
- f. **ACTION** - Inspection Ladas Drive (NM will undertake this); and
- g. **ACTION** - Op Plan calling note (LB) (will complete w/c 22.10.18);

4. Corporate Health, Safety and Welfare

SMT noted no incidents since the last meeting. Inspection of Ladas Drive, see Action Point 3f above.

5. Audit, Risk Management and Finance

SMT considered the risk register and emerging risks. Reputational Risk amended to reflect an ongoing matter. No emerging risks were identified.

Mr Burns explained that the 2018/19 budget was now confirmed by DfE, it is in line with prediction. No information has been issued on the 2019/20 budget.

SMT discussed finance to end of September. Staff and Operating costs – 50% spend and Programme – 22.9% spend. A Finance stocktake meeting has been arranged for 7 November 2018.

6. HR

SMT considered the absence statistics for year to date. Mr Burns explained that the average HSENI absence rate was 5.42%. HSENI's absences account for 96.77% of the

working days lost. On average 91.18% of staff didn't have any absence at all which is a very good record.

SMT agreed a Temporary Promotion proposal for the Training Unit to cover maternity leave.

SMT discussed recruitment exercise 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.

Dr Monson updated SMT on the CMS project which is progressing as planned. The last additional module to comply with GDPR is awaiting specification. All other modules have been agreed. Ongoing project to source temporary specialist staff for testing phase. Testing expected to begin in early 2019.

Mrs Monson reported that the new OOH rota would go live on 1 November 2018.

8. Business Planning

SMT noted that the 18/19 Operating Plan target is now amber as the deadline for printing had been missed. It is currently at the printers.

SMT also noted that the calling note for the 2019/20 Operating plan would be issued week commencing 22 October 2018.

Dr Monson will prepare a sector intelligence report on 'serious' showing casual incidents (where possible).

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):

Total RIDDOR reports – 1190 (1412)

Work related fatalities - 7 (7)

Advisory Visits – 1187

Complaints – 483 (486)

Improvement Notices – 45 (26)

Prohibition Notices - 88 (100)

ACTION: All field staff – CMS to be kept up to date

ACTION: All P.I.'s – Complaints – P.I.'s to review open complaints to ensure timely recording and closure – this must be done every quarter end – a CMS report is available for this.

10. Board Business

SMT discussed preparations for the Board meeting on 25 October 2018.

11. A.O.B.

SMT considered forward diaries and key events over the next few months, including the NIPSA Conference on 23 October, the ONR Review – Peer review, SMT noted the work carried out on this project and thanked those members of staff involved.

ACTION: NM and AB – a policy to be developed for Managing Affected Parties.

12. Date of next meeting

19 November 2018 @ 9.30am in Ladas Drive.