

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

**20 September 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**

- Mr Burns continues to discuss the new NICS HR reporting system with the centre and this is almost finalised
- Mr Burns updated SMT on the latest position on training provision in 2017/18

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

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

There had been some feedback about some construction site contractors being aggressive with HSENI staff over the period. SMT agreed this warranted further discussion with the Head of Group to determine the extent of the problem and any action required.

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

SMT noted that full face respirators are in the process of being replaced.

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

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

SMT agreed that the revised risk register will include Data Management, including the risks associated GDPR.

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 40% of spend and Programme 27% spend to date. Spend on Capital is currently being discussed based on the implementation of the new CMS project.

SMT noted Grant Thornton had been appointed as HSENI's Internal Auditors.

## **6. HR**

SMT considered the HSENI absence statistics. Mr Burns explained that the HSENI absence rate for August (8.2%) compared to DfE (4.8%) and the wider NICS (6.0%) was mainly accounted for by a few long term absences. Impressively 95.5% of staff didn't have any absence at all in August. The cost of absence in August was £19,000.

**Action: Given that NICS HR were now able to provide more detailed information on sickness absence, SMT agreed to look at these figures more closely at the October or November meeting.**

Mr Burns updated SMT on the Principal Inspector competition. Interviews are planned for mid-November.

Mr Burns updated SMT on the position with the Omagh office. Staff had transferred to Boaz House from 12 September. SMT commended the Omagh staff for their patience and flexibility on this sensitive issue. SMT also expressed its thanks to the premises team, particularly Ian Wilson, for their hard work.

SMT noted that HSENI will again take part in the forthcoming NICS Staff Attitude survey.

## **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 (9 cases) or already in the court system (6 cases).

Mrs Monson thanked all the MIT staff for covering in Mrs Boylan's temporary absence. She also updated SMT on Mrs Cassidy's absence and thanked Mr Campbell for his assistance with MIT work during the period.

Mrs Monson further updated SMT on the complex investigation at Port of Belfast, including on the team's work to manage the high investigatory costs involved.

Mr Burns and Dr Monson advised that the CMS project is moving forward. HSENI has met with the successful bidder and CPD. It is hoped that a contract can be let in the near future.

Mrs Monson updated SMT on the good progress being made through the Workplace Health Leadership Group to develop a NI occupational health strategy and action plan, including a major conference on 14<sup>th</sup> March 2018. Good contacts had been made as part of the HSE conference on 19 September.

SMT took stock of the discussions around the UK leaving the EU and the implications for health and safety legislation. SMT agreed Mr Moore's HSENI position paper Version 1 and noted that this continues to be an evolving issue.

SMT noted Mrs Crook's plan for managing the incoming General Data Protection Regulation (GDPR) and the proposed updates of policies in this area. SMT thanked Mrs Crook and her team for the work in this area and stressed that HSENI staff need to be clear on the main implications and changes for them and how will they manage data going forward. Work is also ongoing to ensure the new CMS complies with the new GDPR

## **8. Business Planning**

SMT noted that the external 2017/18 Operating Plan had been agreed by the HSENI Board and DfE and would now be published.

The 2016/17 Annual Report and Accounts will be published on Friday 23<sup>rd</sup> September.

Work is intensifying on drafting the 2018-2023 Corporate Plan. The intention is to present an outline to the Board in October and consult with staff at an event in early December, with a view to publishing a draft for public consultation if possible in early 2018.

## **9. Performance Monitoring**

Dr Monson updated SMT on the HSENI performance statistics. The figures to end August 2017 show the provisional work related fatality figure at 6 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. 15 Improvement Notices and 74 Prohibition Notices have been issued so far this year. 415 complaints (including online reporting) were received to date which compares to 446 for the same period last year. The number of inspections to date is 2247.

## **10. Board Business**

SMT discussed preparations and attendance at the ARMC and Board meetings scheduled for 12<sup>th</sup> and 26<sup>th</sup> October.

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

Mrs Monson updated SMT on the Out of Hours report which was being finalised and would hopefully be available for SMT to consider in the coming weeks.

SMT considered forward diaries and key events over the next few months. Key events included the NISO conference and dinner on 13<sup>th</sup> October, the visit of HSL's Chief Medical Officer on 18<sup>th</sup> October, the NIPSA H&S conference on 24<sup>th</sup> October and a farm safety conference in Berlin on 23/24<sup>th</sup> October.

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

25<sup>th</sup> October 2017 at 9.30am in Ladas Drive