

**Minutes of the HSENI Senior Management Team (SMT) Meeting
17 September 2018, 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 Morrison to write to all staff about taking forward the NICS People Survey results (carried forward, will be completed next week)
- SMT held a meeting with NICS HR in early September to discuss a range of HR issues
- SMT discussed recent media queries and the need for an escalation process and cover / training at off peak times

4. Corporate Health, Safety and Welfare

SMT noted no incidents or near misses since the last meeting. Mr Burns is in the process of arranging an inspection of Ladas Drive

5. Audit, Risk Management and Finance

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

Mr Burns updated on the 2018/19 budget. The budget remained on target with spend at end August running at 41% on salaries / other running costs and programme spend at 25%.

SMT discussed the CMS project and the options around ensuring the funding element of the project is managed as effectively as possible.

SMT noted that the Business Continuity Plan had been tested successfully and thanked everyone for their help in preparing and participating in the exercise. This exercise had been facilitated independently by DoF and HSENI looks forward to receiving the results of the test and implementing any learning.

6. HR

SMT considered the absence statistics for August. Mr Burns explained that the HSENI absence rate for August (6.5%) compared to DfE (3.9%) and the wider NICS (6.1%), again is accounted for almost exclusively by a small number of long term absences. On average 4.3% of HSENI's absences accounted for 78.9% of the lost days. In August 91.8% of staff didn't have any absence at all. The cost of absences in August was £13,000.

SMT discussed the impending departure of the Chief Executive at the end of September and cover arrangements for the post whilst a recruitment competition is running. Dr Monson would cover the period 1st October to 31st December 2018 and Mr Burns would cover the period 1st January to 31st March 2019.

Mr Burns advised that the construction Compliance Officer post had been advertised recently and work was continuing with HR Connect to launch a trainee inspector competition to fill current and anticipated vacancies.

7. Case and Project Work

SMT discussed the current caseload of the Major Investigation Team, including the large increase in new cases over the last few months. Out of 43 cases, 31 cases were currently being investigated or at the file preparation stage. The remaining cases were with the PPS (6 cases) or already in the court system (6 cases). Mrs Monson pointed to the large increase in new cases over recent months and advised there is no spare capacity in MIT at this time. Mrs Monson also advised that she would also be working on guidance that could be issued to HoGs / Inspectors in relation to case file preparation and presentation. Dr Monson will also issue guidance on how to deal with cases in light of the increasing pressures on resources and the current heavy case load of MIT.

Dr Monson updated SMT on the CMS project which continues to progress as planned. Some of the critical issues included a planned TRIM update by the wider NICS and contingency planning around the financial element of the project to maximise spend. SMT also noted that Dr Monson was seeking external support in testing some of the modules; again this would ensure HSENI continued to fulfil its end of the project implementation.

Mrs Monson presented the comments received as part of the OOH Report consultation. These were again mostly positive and SMT was content to take on board suggestions where it was practical to do so. The next step was to send the final report to trade union side with a view to implementing the new system from October onwards.

8. Business Planning

SMT noted that work continues on delivery of the 18/19 Operating Plan, with again most areas remaining on target to be achieved. Mr Burns will issue the calling note for HSENI's work plan for 2019/20 which will be based on the new Corporate Plan

Action: Mr Burns to issue 2019/20 Operating Plan calling note

SMT discussed publication of the draft 2018-2023 Corporate Plan. Mr Morrison would write to the Department and HSENI staff outlining that the final draft would be published on the HSENI website and that the document, as a Board approved strategic direction, would provide a basis of HSENI actions until a new Minister is appointed.

Action: Mr Morrison to write to DfE and staff about the publication of the draft final Corporate Plan 2018-2023

9. Performance Monitoring

Dr Monson updated SMT on the HSENI performance statistics. The year to date (end August) figures show the provisional work related fatality figure at 6 compared to 6 at the same stage in the previous year. Major injuries look to be down by around 14% to date to 136 and the number of Over 3 Day injuries looks to have increased by around 2% to 812. 31 Improvement Notices and 75 Prohibition Notices have been issued to date; both figures are up on this time last year, particularly Improvement Notices. The number of visit interactions to date in 2018/19 is provisionally 2429.

10. Board Business

SMT looked ahead to the 11th October ARMC meeting, where Mr Burns would be the senior HSENI officer in attendance, and the 25th October Board meeting.

11. A.O.B.

SMT considered forward diaries and key events over the next few months, including an occupational health conference, a farm safety conference in Berlin, an Oversight and Liaison meeting and leaving function on 28th September for the outgoing Chief Executive.

Mr Morrison thanked SMT for their friendship and support over the past five and a half years and wished them and all HSENI staff the very best for the future.

12. Date of next meeting

22 October 2018 in Ladas Drive.