

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

**20 March 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 Burns confirmed that the next Ladas Drive health and safety inspection was scheduled for early April**

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

SMT noted an incident where a member of staff had slipped on a spilled liquid. The member of staff was recovering and the incident had been recorded and investigated by the premises team. All staff had been reminded about the risks associated with carrying liquids in the building and the need to ensure this is minimised and managed.

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

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

Mr Burns updated on the 2017/18 budget figures to end February, reporting that HSENI's budget remained broadly on target at this stage in the year. It was estimated that if all planned spend was realised HSENI would again outturn within the 1% tolerance level. SMT will continue to look closely at budget management to year end.

### **6. HR**

SMT considered the HSENI absence statistics. Mr Burns explained that the HSENI absence rate for February (6.7%) compared to DfE (5.1%) and the wider NICS (6.2%) was again mainly accounted for by a small number of long term absences, with 4.7% of our absences accounting for 77.1% of the lost days, and by seasonal flu. Again, 89.3% of staff didn't have any absence at all in February and SMT praised the commitment of staff in this area.

**Action: Mr Burns to investigate the issues around possibly offering the flu vaccine to HSENI staff**

SMT considered the current vacancies. The Senior Scientific Officer is hoped to be appointed by May. Other vacancies include 2 x Business Advisors and HSENI plans to run a recruitment process in May to attract a few qualified inspectors to fill existing vacancies.

SMT discussed the latest batch People Survey results. Whilst HSENI continues to score very highly compared to other parts of the NICS, SMT agreed to organise a specific meeting to discuss the findings and agree the mechanism for taking forward action in some of the areas where improvements could be made.

**Action: Mr Morrison to arrange a specific meeting to discuss the results of the People Survey once the final set of reports is received.**

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

SMT discussed the current caseload of the Major Investigation Team. Out of 32 cases, 17 cases were currently being investigated or at the file preparation stage. The remaining cases were with the PPS (5 cases) or already in the court system (10 cases). Mrs Monson advised there is some capacity in MIT at this time, although planned staff moves could affect this slightly.

Dr Monson updated SMT on the CMS project which continues to make good progress. Phase 1 of the project is expected to be completed by end March 2018. SMT again thanked all staff for their contribution to this important project. Dr Monson added that the Cube facility is being tested and nearing completion and that this would give us significant capability to interrogate the data in CMS and produce bespoke reports.

Mrs Monson updated SMT on the work of the Workplace Health Leadership Group (WHLG) and the very positive feedback from the conference on 14 March.

## **8. Business Planning**

SMT noted progress on the 17/18 Operating Plan. Some targets had already been achieved and most others remained on target at this stage. SMT noted the work going on in preparation of the 2018/19 Operating Plan.

SMT discussed preparation of the 2018-2023 Corporate Plan. The draft Plan was currently with the Department for approval and it was hoped that the consultation could be launched in the next few weeks. Once published, the consultation exercise would run for 12 weeks and a few stakeholder engagement events were being planned.

## **9. Performance Monitoring**

Dr Monson updated SMT on the HSENI performance statistics. The latest figures to end February 2018 show the provisional work related fatality figure at 10 compared to 12 at the same stage in the previous year. Work was continuing on CMS to clarify and refine figures for all reportable injuries – provisionally these show 2150 total reportable injuries to end February (compared to 2332 in same period in 16/17). 54 Improvement Notices

and 145 Prohibition Notices have been issued so far this year. The number of inspections to date is 5749.

## **10. Board Business**

Mr Morrison updated SMT on the Board appointments process. Four HSENI Board members are due to complete their terms at the end of September 2018 but these positions had been extended for a few months given the ongoing political situation. An appointments exercise for four new Board members is being discussed with the Department.

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

SMT considered forward diaries and key events over the next few months, including a presentation to the NI Safety Group on the new Corporate Plan (26 March), a presentation to IIRSM on the new Plan (30 March), a meeting with Gas Safe Register on 17 April, the HSENI Audit and Risk Management Committee meeting on 19 April, and the International Congress on Occupational Health in Dublin from 29 April to 4 May.

SMT agreed senior level cover for the Easter period.

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

24 April 2018 @ 9.30am in Ladas Drive. The new DfE Permanent Secretary, Noel Lavery, would attend.