

<b>Meeting Date:</b>	10 April 2002	<b>Open Gov. Status:</b>	Partially Open
<b>Type of Paper:</b>	Minutes	<b>Paper File Ref:</b>	
<b>Exemptions:</b>	Item 3 fully closed; exemption 2, internal discussion		

## HEALTH AND SAFETY EXECUTIVE

### HSE Board

Minutes of a meeting of the HSE Board held on Wednesday 10 April 2002 at 9.30 am in the Fortune Room, Rose Court

#### Present

Sandra Caldwell  
 Paul Davies  
 Adrian Ellis  
 Peter Graham  
 Richard Hillier  
 Robert Humm  
 Nick Starling  
 Kate Timms  
 Laurence Williams  
 Timothy Walker  
 Justin McCracken  
 Sian Lewis

#### Also attending

Richard Lewis Items 3 &4  
 Bob Ledsome “  
 Mike Owens “

Alastair Cannon - Secretariat  
 Apologies: Richard Clifton

#### **1 Draft minutes of the HSE Board meeting held on Wednesday 6 March (B/02/M03).**

1.1 The minutes, including open government status, were agreed.

#### **2 Health and Safety:** Oral report by Justin McCracken to supplement written statistical report by John Ives.

2.1 Justin McCracken introduced the H&S item and will do so in future. He was struck by the number of incidents of ill-health related to workstations and asked members to note that a revised and well thought of DSE course was now available to line managers in HSE.

2.2 A number of points were raised in discussion:

- a Timothy Walker re-emphasised the point made last month that Board members must ensure that they have adequate arrangements in place to ensure that incidents are reported and

investigated with the aim of learning lessons to prevent recurrence.

**Action: Justin McCracken to ensure that the H&S committee monitor the arrangements and satisfy themselves that this is being done adequately.**

b Justin McCracken reported that the Environment Agency maintained a separate category for verbal abuse of staff incidents. It was agreed that this would be useful and would help focus attention on what could be done in terms of procedures and training to help avoid such incidents.

**Action: Justin McCracken to raise at H&S committee.**

c Kate Timms reported that recently the High Level Forum has agreed to set targets for safety for government departments.



**Action: ← Item 3 Fully Closed- (Exemption 2), internal discussion Richard Lewis to come back to the Board in two months with suggested themes for the Board to endorse.**

**4 Investment in IS/IT: The programme to 2002/03 and beyond. B/02/020. A paper by Richard Lewis. Advisers; Bob Ledsome & Mike Owen.**

4.1 The paper offered the Board four options to progress work. A decision as required otherwise the planned programme of work, including items the Board had previously flagged as important would be jeopardized. If not commenced soon key people from REFIT could be reassigned.

4.2 The following points were made in discussion:

a The Board required a more strategic view of HSE's requirements. The IT strategy is now the responsibility of REFIT, and BEU are working on the e-business strategy. HSE's current information systems strategy was agreed by the Board in 2000, and formed part of the basis for the REFIT procurement.

b None of the options was particularly palatable, however decisions were required in a position where there were insufficient funds to do all that we wished.

b The Board expressed the general desire to fund the future in preference to funding the past.

c The Board questioned the distinction between corporate and divisional systems, and pointed out that if directors were to fund divisional systems in 2002/03, then they could only do so by cutting into staffing allocations at the risk of failing to deliver other outputs.

d Option one allows for funding of divisional work in the current year. Option two was favoured as the approach for future years. Option three was not accepted. Option four took account of the need to develop a replacement system for operations. If this work was managed in 2002/03 then there would be no need for improvements to FOCUS & OG Core beyond the maintenance necessary to prevent their collapse. This would free resource to develop other business systems.

e The Board questioned the proposed budget for the HSE intranet and internet.

**Action: Only essential work on maintaining FOCUS and the OG Core to be funded in favour of spending on their successors. Adrian Ellis and Richard Lewis to discuss what essential maintenance of FOCUS means in practice.**

**Action: Justin McCracken to expedite work on replacing FOCUS & OG Core (and to examine the OG Core and the statistical information and outputs linking in with it.)**

**Action: Board members to identify which proposed projects above the line C in the annex could be curtailed.**

**Action: ISEC to develop criteria to translate the high level IT strategy into guidance for decision taking**

**Action: BEU to present the e-business strategy to the June Board to identify how the proposed programme fitted the IS strategy**

**Action: BEU/FINU to define the distinction between corporate and divisional systems to allow directorates to invest in their own divisional systems and to agree how the savings would be reinvested.**

## **5 Any other business**

5.1 The Board thanked Bob Ledsome for his work as HSE's de facto "Finance Director" over the past years and wished him well in his new post managing planning in DTLR.

5.2 Anne Sharp had volunteered to plan the next SCS Awayday. SKAI are currently doing work on eliciting feedback from the last and Board members were asked to put them in touch with any staff who had something particular valuable to offer.