

Meeting Date:	6 March 2002	Open Gov. Status:	Partially Open.
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Exemptions:	Item 3 Fully closed. Exemption 2. Item 5 Fully closed. Exemption 4.		

HEALTH AND SAFETY EXECUTIVE

HSE Board

Minutes of a meeting of the HSE Board held on Wednesday 6 March 2002 at 9.30 am in the Fortune Room, Rose Court

Present

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

Also attending

Steve Woolley item 3

 Bill Tomkins items 4&5
 Bob Ledsome “

Alastair Cannon - Secretariat

- 1 Draft minutes of the HSE Board meeting held on Wednesday 6 February (B/02/M02) .**
- 1.1 The minutes, including open government status, were agreed.
- 2 Health and Safety:** Oral report by Timothy Walker to supplement written statistical report by John Ives.
- 2.1 Timothy Walker gave the numbers of incidents in the last month and the relevant findings from the staff attitude survey. The latter revealed that there is under-reporting of accidents and ill-health and inadequate investigation to derive root causes such as to prevent recurrence.

2.2 A number of points were raised in discussion:

- a It was thought that some under-reporting may relate to stress. Some staff favoured an informal approach to dealing with stress problems perhaps fearing that formal recording could adversely affect their career. However this had to be balanced against the need for the organisation to keep proper records, in part to protect itself against later claims of inaction or insufficient action.
- b Verbal abuse from the public is currently recorded as an accident. Whilst it is necessary and useful to note such incidents there is often little that can be done to prevent recurrence, although counseling is provided if required. It may be that such incidents are giving rise to under-reporting.
- c Health and Safety subcommittee is due to bring recommendations to the Board soon on further practical guidance and advice for HSE as an employer on stress avoidance and management.
- d Adrian Ellis detailed a recent serious reportable pressure system accident at Buxton. This is being investigated by FOD.
- e The number of outstanding DSE assessments in FOD had reduced from c300 to 29.

Action: Board members to encourage staff to report accidents and near misses.

Action: All Board members to examine, on an ongoing basis, a selection of accident reports from their Directorates to ensure that the investigations have been sufficiently thorough and any recommendations implemented.

➔ ➜ **Item 3 Fully closed - Exemption 2, internal discussion and advice.**

4 Business Risk Management. Oral report based on a miscellaneous paper by Richard Hillier circulated earlier to the Board. Advisers; Bob Ledsome & Bill Tomkins.

4.1 The Board was advised that it needed to agree the risk register, ie the salient risks to the organization's business, who would manage these and by what process.

4.2 The following points were made in discussion:

- a The aim should be to have systems in place to meet the requirements which also help in the running of the business. Where possible existing systems eg quality assurance systems should be used to give risk management assurance and these augmented only where an analysis of the risk shows this to be necessary.

- b As to the process of management, to ensure consistency in reporting it would be helpful to use a protocol such as the HSG65 format of risk assessment, risk monitoring, review and audit.
- c There needed to be assurance that the main risks were being managed dynamically, not simply a situation report on the current level of risk at any given time.
- d There was a need now to take action to ensure the main headings of risk were under control.

Agreed The headings in the first four levels in Annex B were agreed, but with “Threat to reputation” added to “loss of confidence/trust of stakeholders” in the first box of level three.

Agreed The six headings in level four were accorded to the following Board members for management;
 Strategy Failure: Kate Timms
 Organizational Capacity Failure: Timothy Walker
 Stakeholder Management Failure: Peter Graham
 Delivery/Quality Failure: Justin McCracken (Adrian Ellis to deputise pending Justin’s commencement)
 Financial Failure: Richard Hillier
 HR Management Failure: Richard Hillier.

Agreed The current 24 individual risks under the six headings should be reviewed six monthly by the Board. The six headings to be reviewed every two years.

Agreed The agreed six categories of risks and a description of the business risk management system would be published in the business plan.

Action: **The six risk owners to consult on the current risks listed under the headings for which they are responsible, ensure these remain the most relevant, report to the Board by mid-April and bring review papers to the July formal Board .**

Action: **Bob Ledsome & Bill Tomkins to circulate a template for use by risk owners in assessing individual risks.**

→ ← Item 5 Fully Closed - Exemption 4, law enforcement and legal proceedings.

6 Developing the REFIT partnership. B/02/018. Paper and presentation by Gary Austin of the REFIT partnership. Adviser Richard Lewis.

6.1 This paper invited the Board to consider what more might be done to further the development of the partnership.

6.2 The following points were made in discussion:

- a Many staff were not yet sure what the message is and most see Refit as a straight replacement for Integris as an IT provider. However, it was not so much that all staff had to know more about Refit, but that key staff involved in business development did need to know more about how to go about using the services on offer and what were the funding arrangements.
- b There was some scepticism that this was a true *partnership* because in most instances HSE shoulders all but the financial risk. It might therefore help to promote a developing *relationship* instead.
- c Getting on and doing work together that delivers clear benefits will be the most effective way to promulgate the message.
- d Some form of newsletter from Refit might help.

Action Board members to identify key interlocutors for Refit and consider whether are staff meetings to which Refit could usefully be invited.

Action Refit to produce and circulate headlines and a question & answer set on what work is currently under way, along with examples.

7 Any other business

7.1 There was no other business

BOARD AND EXECUTIVE SUPPORT TEAM

March 2002