

Health and Safety Executive Board Minutes

Meeting Date:	3 March 2004	Open Gov. Status:	Fully open
Type of Paper:	Above the line	Paper File Ref:	
Exemptions:	None		

HEALTH AND SAFETY EXECUTIVE

HSE Board

Minutes of the HSE Board meeting held on Wednesday 3 March 2004 in Room 1102 Daniel House.

Present

Timothy Walker
 Justin McCracken
 Kate Timms
 Alex Brett-Holt
 Paul Davies
 Sandra Caldwell
 Chris Willby
 Allan Sefton
 Laurence Williams
 Jane Willis
 Vic Coleman
 Vivienne Dews
 Colin Douglas

Apologies: Nick Starling

Also attending

Item 4: Vic Coleman, Mike Lacaille, Bill Tomkins
Item 5: Heather Bolton, Karen Clayton
Item 6: Steve Dennis, Susan Mackenzie, John Lack

Secretariat: Rupert Lown

1. Timothy Walker welcomed Alex Brett-Holt to the Board
- 1.1 **Draft minutes of the HSE Board meeting held on Wednesday 4 February 2004 (BM/04/M02); and matters arising**
- 1.2 The minutes of the meeting were agreed.
- 2 **Health and Safety – oral presentation by Justin McCracken**
- 2.1 The following points were raised:
 - i. A slip incident had resulted in a RIDDOR injury. The new reporting procedures had worked effectively;
 - ii. The target agreed by the Board of less than 10 RIDDOR incidents occurring this year was now in doubt. However, it was hoped that the corporate target of less than 10 RIDDOR incidents before end of year 04/05 would be achieved;
 - iii. The Board was reminded that the control of slips and trips was a priority for HSE. Directors and managers needed to act to reduce the number of slip and trip incidents within the D/Ds. The Board was reminded that slips and trips always had the potential to be serious incidents; this latest matter had done so.

The Board agreed to a pilot scheme to provide physio and psychotherapy to staff. This pilot would be based in Bootle. It would last for six months and be funded by Personnel.

The pilot was in line with the HSC strategy and the Government Setting an Example programme.

The Gateway for assistance would be through line managers and the on site occupational health provider;

The scheme should be used to target early interventions as much as existing serious cases.

Early analysis of the staff attitude survey indicated that the level of accident reporting had decreased from 70% to 60% since the last survey. This gave cause for concern and the reasons for it needed to be examined.

Action Board members to remind D/Ds about the importance of controlling slip and trip hazards

Action Justin McCracken to progress the Pilot Physio and psychotherapy scheme

Action Justin McCracken to raise incident reporting with the safety reps in order that the Central Health and Safety Group can debate the reasons why accident reporting had decreased and to identify solutions

3. Staff Attitude survey – Oral presentation by Timothy Walker

A full breakdown of the results of the survey was due on 8 March 04. This would include an analysis by Division and would be circulated to Board members for their consideration. The Board would debate the key messages to decide upon the actions that needed to be taken at the Board meeting on 31 March 04.

The following points were noted in discussion:

Clear messages would need to be sent out regarding actions

2. Front line staff had raised concerns that e-messages (email or the Intranet) were being missed and so an appropriate communication method was needed

3. Band 2 and 3 staff were the least satisfied groups of staff within HSE

4. It was disappointing that only 75% of the Senior Civil Service (SCS) had completed the survey

5. The perception of learning and development was lowest at Band 2 level.

The Board would need to decide how to ensure that B2 were given appropriate development opportunities.

Board members would review the breakdown of the survey but felt that an analysis of the results would assist with production of appropriate actions.

Action Timothy Walker to circulate breakdown of staff attitude survey once received

- Action Board Members to review staff survey results and inform V. Dews of particular concerns requiring specific analysis**
- Action Vivienne Dews to identify suitable individual to analyse staff survey in time for HSE Board on 31 March 04**
- Action Board to debate and agree actions flowing from staff attitude survey at Board meeting of 31 March 04**

4. Managing our Risks Better – (B/04/018) – presented by Mike Lacaille and Bill Tomkins

The paper was presented to the board detailing a number of issues:

The corporate risk register was an important aspect of Corporate Governance for HSE

When comparisons were made across Whitehall HSE had taken a firm approach to tackle the real and significant business risks;

The Business Risk Management Framework at Annex 1 had been circulated to Judith Hackitt as Chair of HSE Audit Committee who was content with it.

The register contained 18 business risks. The Board felt that this was an appropriate number to be tackled.

Annex 3 ‘ Business risk management: Summary Improvement Strategy’ was to be sent to the HSE Audit Committee

The intent was that over the next three years the role of BSD would alter from support and development of the risk management principals to that of challenge to ensure that risks were being properly examined and managed

It was proposed that Timothy Walker and Bill Callaghan sign declaration of stewardship control.

In discussion the following points were made:

The risk register circulated with the paper did not detail the work occurring with each D/D, as this would produce an extensive document;

Annex 2 was felt to be lacking in detail. It would benefit from support for each risk regarding why the risk was there, what the residual risk was and the timescales for further action;

It was felt that 15 to 20 risks was appropriate for the business to tackle. As risks were updated and controlled, the register would develop in order that other risks were highlighted, with those under satisfactory control pass from the register. The Board agreed this was appropriate.

- Action RPD to update Annex 2 and present to the Board on 31st March 04.**

Questions were raised as to how well the business was actually assessing and controlling the business risks. It was felt we were expert in assessing risks, not always controlling them. The Board discussed mechanisms to ensure control was achieved. It was felt that Internal Audit could have a role in assessing the control associated with a principal risk.

The Board accepted Annex 1 and noted Annex 3

The Board agreed that the intent of the risk register was to assure themselves that risks were identified, actioned and managed.

5. Proposals for library, Information Services, Records Management and Infoline services – The DIAS Review – A Paper presented by Heather Bolton and Karen Clayton.

The Board were updated on six options for the management of the work of DIAS 4.

Business improvement should be built into the development of DIAS 4 services to ensure that it tackled the best methodology for dealing with phone calls, requests for information etc. As the service developed it may be possible for Infoline to provide advice, thus reducing the workloads at Regional Offices.

The Board was confident that BSD had the ability to manage the ‘medium’ in terms of Infoline and web services. However there was concern that correct information may not find its way out as the ‘message’.

It was agreed that however Infoline was managed, the issue of management of the medium or management of the messages would never be able to be done in isolation and that consultation of other parts of HSE would always be required.

The Board agreed that option six was to be progressed as a partnership.

Action Richard Lewis to talk to all Board Members regarding how the partnership would progress

Action Richard Lewis to set out proposed project initiation plan

6. Improving Efficiency in Back Office Functions – Corporate Support Review (B/04/020) presented by John Lack, Steve Dennis, Susan Mackenzie and Vivienne Dews

The Board received an update with the review and were reminded that it had developed as part of the change program and the efficiency review led by Sir Peter Gershon.

Six task groups had been established to take forward the work (detailed at annex 2 of the paper). Progress had been difficult; groups had not been able to identify ways in which resources could be released fast enough.

The Board were asked to agree that the three RPD Function Heads (HR, Finance and ICT) would propose improvements based on how functions are

delivered rather than the spend.

The Board noted the importance of reminding staff that the intent of the review was to allow freeing up of time for staff to support front line work

The Board discussed whether the review should produce a central control approach or a framework for activity with central support. The latter was agreed.

Within this the Board agreed that the salient points to concentrate upon were:

Clarifying the roles of RPD's central function
Improve the competence of Line Managers

Action **Each RPD function head to draw up project proposals. The outlines are to be taken to the Business Improvement and Efficiency Board.**

7. Any other Business.

The Board were briefed as to the Senior Civil Service away day occurring on 10 and 11 March 2004

Next HSE Board meeting 31 March 2004 in the Globe Room, Rose Court from 0930.