

<b>Health and Safety Executive Board</b>			<b>HSE/09/M10</b>
<b>Meeting Date:</b>	21 October 2009	<b>FoI Status</b>	Open
<b>FoI Exemptions</b>			
<b>Minutes of HSE Board Meeting – 21 October 2009 Redgrave Court</b>			

**Present:**

Judith Hackitt – Chair	Danny Carrigan	Robin Dahlberg	Judith Donovan
David Gartside	Sayed Khan	Liz Snape	Sandy Blair

**Also attending:**

Geoffrey Podger, Kevin Myers, Alex Brett-Holt, Steve Dennis, Gaynor Coldrick, Jane Willis, Gordon MacDonald, Sally Sykes, Elaine Harbour, Anne Robinson (all items); Peter Brown (items 2 - 4); Colin Connor (item 2); Nick Snelham (item 3); Kevin Allars (item 9); Marcia Davies, Nick Ratty (item 10); Teresa Quinn (item 11).

**Minutes:** Laurence Monaghan

<b>Open Session</b>	
<b>8</b>	<b>Welcome and introductions</b>
8.1	<u>Introduction</u> The Chair noted that apologies had been received from Hugh Robertson and John Spanswick.
8.2	<u>Minutes</u> The minutes of the September meeting were agreed with no comments.
8.3	<u>Matters arising</u> The 'Striking the balance between operational and health and safety duties in the Police Service' statement had been successfully launched. The Board congratulated staff involved in the development of the statement.
<b>9</b>	<b>Chief Executive's Report – HSE/09/89</b>
9.1	Geoffrey Podger presented his written report to the Board. The following points were made in its discussion: a) UKLPG – The Board asked that UKLPG be invited to join the Small Business Trade Association Forum (SBTAF). b) Significant prosecutions – The names of those prosecuted would be included in future reports where possible to do so
<b>10</b>	<b>Status report on Nuclear New Build Generic Design Assessment (GDA) – HSE/09/90</b>
10.1	Kevin Allars presented his quarterly report on progress with the Nuclear New build GDA. Good progress was being made on assessment and assessment resources were improving. HSE was on track to publish its Stage 3 report on 27 November 2009 and confidence was high that the published timetable for completion of assessment of proposals would be met.
10.2	The Board noted the encouraging progress being made and commended the handling and resolution of the Regulatory Issue.

<b>11</b>	<b>Framework for promulgation of health and safety alerts – HSE/09/94</b>
11.1	Nick Ratty introduced the paper by demonstrating a test web page for health and safety alerts and bulletins. Guidance would be made available for staff considering the need for a safety alert and publicity was being arranged to alert the various industry sectors and other stakeholders to the new arrangements. Arrangements were also in place for LA incidents to be fed into the system.
11.2	The Board welcomed the measures being developed and noted that the website was just one of the tools which would be used for alerting relevant audiences to information. The Board asked that data on subscribers be captured to identify gaps for further targeting.
<b>12</b>	<b>Delivery of the Strategy – HSE/09/95</b>
12.1	Teresa Quinn introduced the paper which updated the Board on what HSE was doing to deliver the Strategy. An e-postcard would be going to signers of the pledge in November to thank them and alert them to what HSE was doing to encourage follow-up to the pledge.
12.2	In discussion of the paper the following points were made: a) Segmentation of the pledge signers would enable suitable means of further engagement to be identified, e.g. by way of strategic coordinators or invitations to the SBTAF. The coverage of sectors and key stakeholders would also be reviewed. b) A proforma for capturing what pledge signers were doing to deliver the strategy would be developed and its use promoted. c) Further measures of recognition for pledge signers were advised as was further validation of what had been signed up to. d) Board members were welcome to input their ideas to the SATs where they would be taken forward by officials and brought back to the Board for agreement.
12.3	The Board agreed the proposed timetable for reporting on the delivery of the strategy and requested a formal discussion of the business plan at the January meeting.
<b>13</b>	<b>November meeting agenda and Forward Look</b>
13.1	a) An above the line paper on SMEs was to be added to the November meeting agenda. b) Geoffrey Podger would provide an update on the work on responding to major incidents at the November meeting. c) Any papers in December would be cleared by correspondence; any issues arising could be raised in the margins of the December Board workshop. d) The update on agriculture was to be added as an above the line paper to the January 2010 meeting agenda. e) An item on the draft Business plan was to be added to the January 2010 meeting agenda.
<b>14</b>	<b>Any Other Business</b>
14.1	No other business was discussed.