

Senior Management Team Minutes		SMT/M/08/03	
Meeting Date:	4 <sup>th</sup> June 2008	FOI Status:	Open
Type of Paper:	Minutes	Trim Ref:	2008/231441

**Minutes of the SMT meeting held on Wednesday 4<sup>th</sup> June 2008, Hope Room, Rose Court, London and by video conference link to Redgrave Court, Bootle**

**Present**

Sandra Caldwell	David Ashton	Alex Brett-Holt	Vivienne Carlton
Gaynor Coldrick	Giles Denham	Steve Dennis	Patrick McDonald
Eddie Morland	Kevin Myers	Jane Willis	Mike Weightman
Kerr Wilson			

**Apologies**

Geoffrey Podger	Bill Gunneyon
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**Also attending**

Peter Buckley, David Thomas (all items), Tim Beaumont (for item 3).

**Minutes** René McTaggart

**Introduction**

Chairing the meeting in Geoffrey Podger's absence, Sandra Caldwell welcomed the Senior Management Team (SMT) to the meeting. In particular Sandra welcomed colleagues (Steve Dennis, Gaynor Coldrick, David Ashton and David Thomas) in Bootle who were joining the meeting via a video conference link.

**1 Agenda Item 1: Draft Minutes of the HSE SMT Meeting held on 7<sup>th</sup> May 2008 and Action Points**

- 1.1 The minutes were approved subject to the following amendments:
- a. Para 6.2b to be amended provide examples/explain what was meant by the phrase 'common health problems' (ie health problems that are caused/made worse by home and/or working life).
  - b. Para 8.1 to be amended to make it clear that the discussion related to Departmental Strategic Objectives.
  - c. Para 5.2c amend to make the specific point that those that are leaving HSE do not need to receive COIN training.

**2 Agenda Item 2: Monthly Finance and Staffing update – April out-turn (Paper SMT/08/15 Closed)**

- 2.1 This section of the minutes is closed.

**3 Agenda item 3: Health and Safety in HSE - Incident and Sickness Absence (Paper No SMT/08/16)**

- 3.1 Giles Denham introduced the paper and made the following comments:
- a. The purpose of the paper was to provide the SMT with an update on the current position on health and safety in HSE and in particular the HSE's performance against reaching its sickness absence targets.
  - b. The paper showed that there had been little or no improvement in the sickness absence performance of HSE.
  - c. The SMT were asked to:

- Note the report on last year's performance
- Agrees to continue with the existing targeted approach and that the 2008/9 target should remain at 8 days per employee per year.

3.2 The SMT thanked Giles for the introduction and made the following comments in response:

- a. The health and safety of HSE staff, sickness absence in particular, remain a very important issue for the SMT to manage.
- b. Consideration should be given to what more could be done to help managers manage the causes and effects of occupational ill health on HSE staff. It was agreed that every opportunity to build on the skills and competence of staff in managing sickness absence should be taken.
- c. Despite the encouraging signs from the first Managing Attendance Support Team visits, available resources are limited and the Team's efforts should be carefully targeted.
- d. On the move to a single HQ it was agreed that every effort needs to be made to ensure that those that have a proven track record in managing staff/teams should be placed in to posts that make the best use of their management skills.
- e. Further analysis should be done on the relative impact of different demographic groups on HSE's overall level of absence, so that better targeting of effort can be achieved.

3.3 The SMT concluded the discussion by agreeing that more time was needed to allow the current policies to take effect before a radical change to HSE's approach was considered. The Board agreed to set the 2008/09 absence target at 8.0 days/staff member (or 0.67 days/staff member/month)

**Action point 18** Tim Beaumont to produce a more detailed break down of the figures and advise the SMT on areas to focus future efforts.

**4** **Agenda Item 4: Guidance on worker consultation and promoting worker involvement (Paper SMT/08/18 – Closed)**

4.1 This Section of the minutes is closed.

**5** **Agenda Item 5 – Government Proposals on Regulatory budgets (paper SMT/08/19) (Closed)**

5.1 This section of the minutes is closed.

**6** **Agenda Item 6: Draft Agenda for the July meeting**

6.1 The Agenda was approved subject to:

- a. The gas safety paper being deferred to a later meeting
- b. Explosives paper being moved below the line
- c. BRE review being added as an oral update
- d. More time being allocated to discuss the Finance and Staffing paper
- e. The addition of COMAH and Land Use Planning as below the line papers.