

Senior Management Team Minutes		SMT/M/09/03	
Meeting Date:	4 th March 2009	FOI Status:	Open
Type of Paper:	Minutes	Trim Ref:	2009/111689

**Open Minutes of the SMT meeting held on Wednesday 4th March 2009,
Redgrave Court Bootle and by video conference to Rose Court London**

Present

Geoffrey Podger	Kevin Myers	Mike Weightman	David Ashton
Kevin Allars	Alex Brett-Holt	Gaynor Coldrick	Eddie Morland
Giles Denham	Steve Dennis	Patrick McDonald	Gordon MacDonald

Apologies

Bill Gunneyon	Jane Willis	Kerr Wilson	Sally Sykes
---------------	-------------	-------------	-------------

Also attending

Elaine Harbour, Paula Kelly, Diane Tsavalos (All items), Dave Thomas (Item 2), Phil Kemball, Neville Higham & Jenny Easterbrook (Item 3) David Whatley (Item 4), Tony Bandle & Alan Spence (Item 5), Dave Thomas & Rachael Radway (Item 6), John Gould & Roger Watts (Item 7)

Minutes Laurence Monaghan

1 Agenda Item 1: Minutes and action notes

1.1 The draft minutes from the previous meeting would be circulated following this meeting.

2 Agenda Item 2: Monthly Finance and Staffing update – January out-turn (Paper SMT/09/18 Closed)

2.1 *This section of the minutes is closed.*

3 Agenda item 3: Strategy development – early emerging findings (oral update)

3.1 *This section of the minutes is closed.*

4 Agenda Item 4 – Update on the Regulatory Decision Making (RDM) Audit (Paper SMT/09/21 - Closed)

4.1 *This section of the minutes is closed.*

5 Agenda Item 5 – Managing health and safety during a recession (discussion)

5.1 *This section of the minutes is closed.*

6 Agenda item 6 - Planning for 2009/10 (presentation)

6.1 *This section of the minutes is closed.*

7 Agenda item 7 - Information Assurance (presentation)

7.1 Kevin Myers introduced the presentation, explaining his role as senior risk owner and emphasising the importance placed on this risk across Government. John Gould presented, describing the nature of information and the risks to business continuity and reputation it can present when not adequately protected. Past management of these risks was of a tripartite nature which was now being unified under Information Assurance. Current data loss issues had elicited significant responses from Government; new guidance is still being written.

Much activity had been undertaken within HSE, mostly by BSD, but there was still more to do. Policy and procedures can only achieve so much and the real impact is to be made by changing attitudes; this requires greater understanding of the risks and improved governance with greater visibility and accountability. SMT were asked to contribute to improving information assurance through: taking ownership of governance and reporting; line management activities; and acting as role models.

- 7.2 SMT thanked John and Roger for a good presentation on an issue in which the Audit Committee has a keen interest.
BSD had made a lot of progress to date and it was now for the rest of HSE to deliver on its responsibilities.
More could be done to raise awareness and managers should start by advocating clear desk policies as well as continuing to promote EDRM and adherence to our basic security policies.
The imposition of blanket policies should be viewed with caution as they may leave staff unable to differentiate truly sensitive data.

- 7.3 SMT thanked BSD for all the work done to date.
SMT would reflect on how they can be most effective in improving information assurance and the issue would be discussed at the imminent SCS leadership event.
BSD will produce a menu of practical actions line managers and staff can take.

8 Agenda item 8 - Draft agenda for April SMT meeting (SMT/09/A04)

- 8.1 A regular oral update on health and safety in HSE to complement the corporate health and safety plan is requested.

9 Agenda item 9 - Any other business

- 9.1 None discussed.