

Senior Management Team Minutes		SMT/09/M12	
Meeting Date:	2nd December 2009	FOI Status:	
Type of Paper:	Minutes	Trim Ref:	2010/55078

**Open Minutes of the SMT meeting held  
On Wednesday 2<sup>nd</sup> December 2009,  
In 6.1.026 Redgrave Court, Bootle and by video link to  
Sanctuary Buildings, London**

**Present**

Geoffrey Podger	Kevin Myers	Gaynor Coldrick	Steve Dennis
Gordon MacDonald	Alex Brett-Holt	Mike Weightman	Eddie Morland
David Ashton	Jane Willis	Kevin Allars	Patrick McDonald
Sally Sykes			

**Apologies**

Kerr Wilson                      Bill Gunnyeon

**Also attending**

Anne Robinson, Maria Finch (all items); Dave Thomas (item 1); Peter Brown (item 3); Dave Hockey (item 4); Richard Lewis & John Gould (items 5 & 6); Marcia Davies & Tony Mitchell (item 7); Penny Taylor (item 8)

**Minutes**

Elaine Harbour

**1                      Agenda Item 1: Minutes and action notes**

1.1                    The minutes from the 4 November meeting were agreed as drafted

**2                      Agenda item 2: Monthly Finance and Staffing update – October outturn  
(Paper SMT/09/127 - fully closed)****3                      Agenda item 3: Early feedback on the consultation exercise on  
recommendations of the Gill inquiry**

3.1                    GM reported that the consultation ended on 19 November. Some 60 organisations and individuals responded. A very quick first analysis indicates that:

- There is opposition to a universal requirement for independent audits of risk assessments with cost, proportionality, skills availability and inappropriate risk transfer being cited as reasons.
- there was a mixed picture on support for Gill's LPG specific recommendations - some support for improving record keeping and clarifying roles and responsibilities, less so for verification and registration.
- Many felt that an appropriate regulatory framework already existed and much of Gill could be implemented through clearer guidance.

3.2                    The SMT thanked Gordon for his feedback and agreed that a more detailed analysis should follow quickly and then decisions can be taken about the way forward and how that might be handled with the Board and the Secretary of State.

4 **Agenda Item 4: Non-consolidated pay review (Paper SMT/09/128 – closed)**

5 **Agenda Item 5 – knowledge management in HSE (SMT/09/128) & proposals for a Chief Knowledge & Information Officer for HSE (SMT/09/130)**

5.1 *These two papers were considered together by the SMT*

Kevin Myers, Patrick McDonald and John Gould introduced the papers and highlighted the following:

- a. In order to comply with information policies there should be a focus on leadership and management of knowledge management in HSE
- b. Other government departments have “knowledge councils” which provide visible confirmation that the subject is taken seriously and encourages better take-up of information policies.
- c. The SMT are asked whether they agree in principle that there should be a Chief Knowledge & Information Officer to provide strategic oversight and direction to improving knowledge and information management in HSE and to provide a strategic direction in respect of HSE’s investments in technology.

5.2 The SMT discussed the paper and agreed that it would be helpful to consider further a CKIO (including the option of an internal appointment and access to external expertise) and a “knowledge council” to assist with changing the culture on information management in HSE and asked that options for the work be developed further for future consideration.

6 **Agenda Item 6 – –Proposals for legislative changes following review of the Agriculture (Tractor Cabs) Regulations (ACTR) (AMT/09/131)**

6.1 Marcia Davies introduced the paper and highlighted:

- a. The regulations are being reviewed under the regulatory reform and simplification proposals
- b. SMT are asked to consider the case for remaking the regulations and repealing both existing regulations as outlined in the paper

6.2 The SMT considered the current regulatory climate in relation to the narrow application of the regulations. They agreed that the current regime is still effective in terms of the protection afforded to workers so time could be taken to review the feasibility of incorporating the proposals into a wider legislative package.

7 **Agenda item 7 – Leadership in HSE**

7.1 Penny Taylor outlined the Cabinet Office request to consider the leadership agenda and to develop an action plan to take the work forward. The emerging findings so far suggest that there are no major issues but there are some areas that can be improved to allow HSE’s leaders to work better both as individuals and collectively. SMT were asked to evaluate themselves (both as individuals and as a collective) and the results would then be considered further at the SMT away day.

8 **Any Other Business**

8.1 Geoffrey advised that careful handling is required in the run up to a general election and asked that issues with electoral implications should be referred up for consideration by SMT Members