

Senior Management Team Minutes		SMT/M/09/02	
Meeting Date:	4 <sup>th</sup> February 2009	FOI Status:	Open
Type of Paper:	Minutes	Trim Ref:	2009/93505

**Open Minutes of the SMT meeting held on Wednesday  
4<sup>th</sup> February 2009, Redgrave Court Bootle and by video  
conference link to Hope Room, Rose Court, London**

**Present**

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

**Apologies**

Sally Sykes	Kevin Allars	Bill Gunneyon
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**Also attending**

Laurence Monaghan (all items), Richard Lewis, Julia Soave (Item 3), Sarabjit Purewal, Rachael Radway & Mike Thorniley (Item 4), Bernadette Cadman (Item 5), Iain Evans (Item 7).

**Minutes** Elaine Harbour

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

1.1 Open – the minutes were agreed as drafted

**2 Agenda item 2: Monthly Finance and Staffing update – December outturn  
(Paper SMT/09/8 - fully closed)**

2.1 *This section of the minutes is closed.*

**3 Agenda item 3: Science Report 2009 (Paper SMT/09/9 - open)**

3.1 Patrick McDonald introduced the paper which included the following comments:

- a. The HSE Board requested an annual Science Report to examine the use, efficiency and effectiveness of HSE's investments in commissioned science. The intent is that we will eventually have a three-year plan.
- b. The SMT were asked to comment on the current draft of the plan and identify additional points to include for when it is presented to the HSE Board
- c. Feedback and satisfaction rates are good but in some areas the returns are low. SMT were asked to stress the importance of feedback on the technical quality of any commissioned work to any staff who act as technical clients.

**4 Agenda Item 4: Third quarter performance & risk management report  
(Paper SMT/09/11 – fully closed)**

4.1 *This section of the minutes is closed.*

- 5 Agenda Item 5 – safety alerts – policy & practice on releasing information on significant health & safety risks (Paper SMT/09/12 - open)**
- 5.1 David Ashton and Bernadette Cadman introduced the paper which included the following comments
- a. There is a procedure for releasing important health & safety messages arising from ongoing investigations. The legal considerations are important. Safety Unit are undertaking a project to improve and codify the procedure.
  - b. Following feedback from the Chair there are additional points to be included in the paper on the procedure being supportive of the strategy and the role of others stakeholders (such as Trade Associations and duty holders)
- 5.2 The SMT thanked Bernadette and David for the paper and made the following comments:
- a. The SMT were supportive: HSE's priority is to prevent a reoccurrence and the current policy supports releasing information at an early stage where necessary to achieve this.
  - b. The SMT and discussed the importance of releasing information on health and safety risks quickly ('safety alerts') quickly
  - c. The SMT agreed that the procedure should build on existing practice but should be flexible so we are not constrained in our approach.
  - d. The draft Board paper should be amended to reflect the SMT discussion including an acknowledgement of the role of other stakeholders in alerting a wider audience to significant health & safety risks
- 6 Agenda Item 6 – Update on the SMT away day**
- 6.1 Geoffrey and Kevin outlined the preparations for the away day on 17/18 February. The agenda will include discussions on the implementation of the new strategy, specialist recruitment and the SMT – Board relationship
- 7 Agenda item 7 – Proposals for the enforcement arrangements for pesticides regulation (paper SMT/09/14 - open)**
- 7.1 Kerr Wilson and David Ashton introduced the paper and made the following comments
- a. PSD are responsible for enforcing UK and EU pesticides legislation. Prior to joining HSE enforcement activities were carried out by PSD and DEFRA investigation services (DIS)
  - b. A range of options has been explored for bringing pesticides enforcement into HSE with considerations on the efficiencies, economics of effort and outcome, and abilities within FOD to take the work on.
  - c. The outcome is a proposal for a National Pesticides Enforcement Team (NPET) within FOD.
- 7.2 The SMT thanked Kerr and David for their paper and made the following comments
- a. The SMT were supportive of the proposals and agreed to the setting up of NPET.
  - b. The SMT asked that staff and the Prospect TU be involved in the discussions for the new arrangements.
  - c. The SMT also requested that the Board approve the final proposition

**8            Agenda Item 8: Draft Agenda for the March meeting**

- 8.1            a. A presentation on information assurance by John Gould was to be added to the March agenda.
- b. A paper on the RDM audit to be commissioned for the March SMT in light of the discussions under agenda item 4.

**9            Any Other Business**

9.1            Strategy

PFPD will issue a note asking for SMT members for ideas on expenditure that would assist the implementation of strategic goals.

9.2            This section of the minutes is closed

9.3            Shattered lives campaign

The below the line paper on Shattered Lives listed on the agenda is to be cleared by correspondence to allow CSAG the opportunity to comment further.