

Senior Management Team Minutes			SMT/M/08/08
Meeting Date:	4 <sup>th</sup> November 2008	FOI Status:	Open
Type of Paper:	Minutes	Trim Ref:	2008/629464

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

**Present**

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

**Apologies**

Bill Gunneyon

**Also attending**

Peter Buckley, (all items), Dave Thomas (Item 2), John Rowson (Item 3), Sarabjit Purewal (Item 4), Gordon MacDonald (Item 5) and Jenny Eastabrook & Stephen Taylor (Item 6).

**Minutes**

René McTaggart

**1            Agenda Item 1: Draft Minutes of the HSE Board held on 1<sup>st</sup> October and Action Points**

1.1            The minutes were cleared as drafted.

**2            Agenda Item 2: Monthly Finance and Staffing update – September out-turn (Paper SMT/08/69 Closed)**

2.1            This section of the minutes is closed.

**3            Agenda item 3: Redline Staffing plan and recruitment strategy update (Paper No SMT/08/70 – closed)**

3.1            This section of the minutes is closed.

**4            Agenda Item 4: Performance and Risk Management Report – Quarter 2 2008/09 (SMT/08/71 – Closed)**

4.1            This section of the minutes is closed.

**5            Agenda Item 5 – Managing HSE’s Corporate Information: Improving the use of EDRM and e-mail (Paper SMT/08/72 - Closed)**

5.1            This section of the minutes is closed.

**6            Agenda Item 6: Board Oversight of International Business (paper HSE/08/73)**

6.1            Jenny Eastabrook and Stephen Taylor introduced the paper and made the following comments:

- a. The SMT were asked to agree the submission of the draft paper to the November Board meeting. The paper sets out the full range of International activity in which HSE was involved, and makes proposals to ensure that the Board have an earlier opportunity to steer negotiations and development of international policy.
- b. The paper also proposed broad principles, reflecting cross Government guidance, which should steer HSE officials when operating without a specific

Board steer (Annex 3)

- c. The SMT were therefore asked to consider whether they thought the proposed arrangements struck the right balance to ensure that the Board is actively engaged in international business at the right time.

- 6.2 The SMT thanked Jenny and Stephen for their introduction and made the following remarks in response:
- a. It was agreed that it was important to ensure that the Board were engaged at the right time and at the right level in the development of international policy.
  - b. It was also agreed that it needs to be clearly understood by all parts of HSE that when working on international issues HSE staff represent the UK Government - not HSE.
  - c. While it was agreed it was important for the Board to be sighted on the full list of activities it was agreed that some sort of filter would be needed to enable them to influence significant policy areas, whilst avoiding overload.
  - d. It was also agreed that the guidelines set out in Annex 3 of the paper would be important in steering officials in the stages before the Board had considered specific proposals.

**Action Point 60**      **Geoffrey Podger to seek the views of the Chair on the handling of the International Business paper.**

**7**      **Agenda Item 7: Directors' health and safety responsibilities – evaluation of the impact of measures taken to strengthen Director leadership (Paper SMT/08/77)**

- 7.1 Jenny Eastabrook introduced the paper and made the following points:
- a. The intention of the paper was to provide the Board with a progress report on the work to raise awareness on the guidance and the activity being undertaken by operational colleagues.
  - b. The paper also invites the Board to consider how to evaluate the success of the guidance.
- 7.2 The SMT thanked Jenny for the introduction and made the following comments in response:
- a. The SMT agreed that the Board should be encouraged to consider whether the evaluation plans were appropriate rather than what the success criteria will be.
  - b. The SMT also noted that the evaluation results, due early 2010, might well be considered in a rather different political context
  - c. The SMT also agreed that it was important to ensure the Board noted that the proposed evaluation was looking at the impact of the guidance on Directors rather than evaluate the longer term health and safety performance improvements. The impact on health and safety performance would need to be looked at in the longer term.
  - d. The SMT asked that the Legal Advisor's office re-checked the accuracy of the paragraph on Section 37 duties before the paper was submitted to the Board.
- 7.3 Geoffrey concluded the discussions by agreeing that the title of the paper should be revised to reflect the narrower scope of the evaluation and to ask SMT members to provide Jenny Eastabrook with any detailed comments on the Annex (Annex c) to the paper in time for the paper to be submitted to the Board.

- Action point 61**      **LAO to ensure the accuracy of the text on Section 37.**
- Action point 62**      **SMT members to provide Jenny Eastabrook with detailed comments on Annex C so that the paper, and title, can be amended to reflect the views of the SMT.**
- 8**                      **Agenda Item 8: Draft Agenda for the December meeting**
- 8.1                     It was agreed that the December meeting will now not take place and any urgent papers would be cleared by correspondence. It was also agreed that there was a need for papers to be open if possible.
- Action point 63**      **Peter Buckley to arrange for urgent papers to be cleared by correspondence.**
- 9**                      **Any Other Business (open Items only)**
- 9.3                     Retirement of Peter Buckley  
The SMT took the opportunity to formally thank Peter for all his efforts in helping the SMT deliver its aims and wished him the very best in his retirement.