

| Senior Management Team Minutes | | SMT/10/M09PC | |
|--------------------------------|------------------|--------------|------------------|
| Meeting Date: | 1 September 2010 | FOI Status: | Partially Closed |
| Type of Paper: | Minutes | Trim Ref: | 2011/236986 |

Minutes of HSE SMT meeting – 1 September 2010

Redgrave Court and by video to Sanctuary Buildings

Attending

| | | | |
|-----------------|----------------|------------------|------------------|
| Geoffrey Podger | Steve Dennis | Kevin Allars | Mike Weightman |
| Gaynor Coldrick | Kerr Wilson | Gordon MacDonald | Patrick McDonald |
| Eddie Morland | Sally Sykes | Trevor Carlile | Jane Willis |
| David Ashton | Peter McNaught | | |

Apologies

Kevin Myers

Also attending

Laurence Monaghan, Diane Tsavalos, Ian Phillips, Dee Imlah (all items); Dave Thomas (items 1 to 3); Peter Brown (item 4); Simon Warne (item 5); Les Philipott, Graham Collins & Kobina Lokko (item 6); Martin Davies & John Gould (item 7); Marcia Davies (items 7 to 9); Clive Fleming & John Holland (items 8 & 9); Paul Stollard (item 10).

Minutes

Laurence Monaghan

1 Minutes and action points

1.1 *This section of the minutes is partially closed.*

Minutes

The minutes of the August meeting were agreed with the following comments:

- Information withheld under Section 36
- 8.2 a) was to be deleted
- 8.2.c) was to be amended to refer to both FOD and HID management.

2 SR10 Update

2.1 Steve Dennis introduced the paper on SR10 during the discussion of which the following comments were made:

- Directorates operating cost recovery would still be required to find efficiencies and reduce overheads.
- Retirement packages were unlikely to match those previously provided and consequently the expectations of staff approaching retirement were to be managed down.
- The impact of cuts on products and outputs would be explored in the next stage of work.
- The creation of support services within Directorates was to be carefully monitored and managed.
- Directorates were to wait until the outcome of the spending review was known before modelling the required staff reductions in detail.
- Staff ideas for possible efficiencies were to be invited.

2.2 Steve Dennis also provided a presentation on cost recovery options following which the following comments were made:

- SMT supported charging for inspector visits where risks were found. Carefully defined triggers for charging to ensure the arrangements were defensible were required as were safeguards against the risk of resources being diverted towards charging activities.
- Inspector views on the modalities for charging were to be sought.
- Inconsistency between inspectors would require narrowing and this was best done by focusing on performance management.
- SMT supported the further development of the cost recovery options and a discussion between those Directors most affected was to be arranged for the following week. Details

were to be put to the Minister shortly after that.

- 2.3 Meetings to update SCS staff on preparations for the spending review and the latest on the Lord Young review were to be arranged for the following week.
- Action point 1** A meeting between those Directors with an interest in extending cost recovery was to be arranged for the week commencing 6 September 2010.
- Action point 2** Meetings to update SCS staff on preparations for the spending review and the latest on the Lord Young review were to be arranged for the week commencing 6 September 2010.
- 3 Monthly Finance and Staffing update – July outturn (SMT/10/99)**
- 3.1 Steve Dennis and Gaynor Coldrick introduced the paper during the discussion of which the following points were noted:
- a) Invest to save items required rapid progressing.
 - b) The paper to the Board was also to reference options for extending cost recovery.
- 4 Gas Safe Register – a review of the first year of operation (SMT/10/105)**
- 4.1 Jane Willis and Peter Brown introduced the draft Board paper which SMT agreed was to be delayed if possible until the October Board meeting. The paper was to be amended to include the KPI results and indicate that the Board would receive a future report on the review of the KPIs.
- 5 Proposed EU Implementing Regulation on Accident Statistics – Advice to Office for National Statistics (ONS) on Vote at Comitology Committee (SMT/10/100)**
- 5.1 Patrick McDonald and Simon Warne introduced the draft Board paper which SMT agreed was not to go forward to the Board. Instead the Chair was to be asked to write to the Minister to notify him that HSE intended to advise ONS officials to vote in favour of the proposed regulation. Once the Minister had had the opportunity to comment on HSE's approach ONS officials were to be provided with HSE's advice.
- 6 Transposition of Council Directive (Euratom 2009/710) establishing a Community Framework for the Nuclear Safety of Nuclear Installations (SMT/10/103)**
- 6.1 Mike Weightman and Les Philpott introduced the draft Board paper which SMT agreed could go forward to the Board with the following comments:
- a) Paragraph 6 of the Board paper was to state the preferred options.
 - b) DECC were to be asked to undertake the assessment role for the adequacy of licensees financial resources. If a conflict of interest prevented DECC from performing this role then an alternative source of advice was to be sought on a cost recovery basis.
 - c) The matter was to be put to Ministers, defining what negligible costs were when doing so.
- 7 Connaught's financial position and contingency arrangements for HSE contact centre services (SMT/10/101)**
- 7.1 SMT noted the update on Connaught's financial position, congratulated the team for the progress made in preparing contingency measures and thanked those who had volunteered for the contingency teams. SMT asked that the possibility for gas notifications to be handled by team 1 be explored.
- 8 An update on HSE's work to review guidance and next steps (SMT/10/106)**
- 8.1 ***This section of the minutes is closed.***
Information withheld under Section 35
- Action point 3** A script on the review of guidance was to be provided for the SMT visits.
- 9 Update on Lord Young Review**
Geoffrey Podger provided an update on the Lord Young review.

- 10 Delivering the Strategy in Scotland (SMT/10/104)**
Paul Stollard introduced the draft paper which SMT agreed could go forward to the Board.
- 11 Draft agenda of the October SMT agenda (SMT/10/A10)**
11.1 The draft agenda was agreed subject to an hour being provided for discussion of the latest finance update.
- 12 Board agendas forward look**
12.1 a) An update on National Semiconductors UK would be included in the Chief Executive's report to the September Board meeting.
b) An item on Emerging Energy Technology was to be added to the December agenda.
- 13 Any other business**
13.1 a) Pensions – The Civil Pensions provider was being inundated with requests for estimates.
b) Pay progression – Staff could be advised that pay progression can be paid.
c) SCS pay disclosure – FOD and HID were content for personal telephone numbers to be published while ND would publish a general telephone number.