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Exemptions:	None		

HEALTH AND SAFETY EXECUTIVE

HSE Board

Minutes of a finance meeting of the HSE Board held on Wednesday 16 October 2002 at 12:00 noon in the Fortune Room, Rose Court

Present

Paul Davies
 Adrian Ellis
 David Eves
 Peter Graham
 Richard Hillier
 Robert Humm
 Sian Lewis
 Nick Starling
 Kate Timms
 Laurence Williams
 Timothy Walker

Also attending

Jane Willis
 Pat Williams
 Jane Franklin

Apologies; Richard Clifton, Sandra Caldwell,
 Justin McCracken

Alastair Cannon - Secretariat

1 Draft minutes of the HSE Board meeting held on Wednesday 18 September (B/02/M093).

1.1 The minutes along with their open government status were agreed.

2 Board thanks to Richard Hillier

2.1 Timothy Walker led the Board in their thanks to Richard Hillier ahead of his imminent retirement for his service to HSE and the Board. Timothy commented on Richard's many years of hard work, effort and dedication through both good times and when difficult decisions had to be made. Richard graciously received these thanks and thanked colleagues in return for their help and support.

3 HSC/E Monthly Finance, Staffing and Output Report. B/02/049 A paper by Jane Franklin. Advisors Pat Williams, Jane Willis, and Jane Franklin

3.1 This paper presented by Pat Williams formed the mid year finance review and incorporated the decisions taken by the Board at their 18th

September meeting on the need to take action to keep within control limits. The midyear forecast itself had not yielded sufficient savings. As a result further discussion had taken place between the DDGs and RPD as the budget holders and they have undertaken to apply further reductions. The formula used was to apply the outturn for the first half year spending on administration costs to the second half. This and the application of £5M of EYF along with maintenance of income will bring the pressure on the limits back under control. PEFD would produce revised budgets once budget holders had decided where exactly the savings are to be made.

If there are further pressures then the options would be;

- a) aim to contain them within the relevant D/D, if not
- b) consult with colleagues to seek other savings across groups , or if extreme pressures remain
- c) increase call on EYF (although the Board has already agreed that £5M is a prudent limit.)

3.2 The following points were raised in discussion:

- a Timothy Walker emphasised that essentially this meant holding spending in the second half of the year to that of the first half. There is always a need to apply a steer at mid year. It highlighted again the need to improve forecasting and to ensure that income was delivered.
- b Paul Davies reported a problem with the application of the formula for HID which would impact adversely on income.

Action: PEFD to discuss solutions with HID finance manager.

- c It was agreed that there was a need to send a message to staff on the Board's decisions and the outcome of the SR2002.

Action: RPD to prepare a draft for a global message in the DG's name.

- d In future when reporting on numbers of investigations carried out the key figure which should be included is whether HSE is meeting the target set, namely 100% of those selected.
- e It was noted that the analysis of last year's major accident figures is now expected in mid December and will be required ahead of the meeting with the Minister on 18 December.

BOARD AND EXECUTIVE SUPPORT TEAM

October 2002