

## Health and Safety Executive Board Minutes

Meeting Date:	2 April 2003	Open Gov. Status:	Fully Open
Type of Paper:	Above the line	Paper File Ref:	
Exemptions:	None		

### HEALTH AND SAFETY EXECUTIVE

#### HSE Board

#### Minutes of meeting of HSE Board held on Wednesday 2 April 2003, in the Fortune Room, Rose Court

##### Present

Sandra Caldwell  
Paul Davies  
Vivienne Dews  
Peter Graham  
Robert Humm  
Justin McCracken  
Alan Osborne  
Nick Starling  
Kate Timms  
Timothy Walker  
Chris Willby  
Laurence Williams

##### Also attending

Item 3 - Mike Cross  
Item 5 - Tony Hetherington  
Phil Scott  
Mike Tonge  
Item 6 – Kevin Allars  
Stephen Williams  
Jane Young

Shahmeen Sheikh – Secretariat  
Sian Lewis – Press Office  
Adrian Ellis

#### **1 Draft minutes of the HSE Board meeting held on 5 March 2003**

- 1.1 The minutes of the previous meeting were agreed without change. Action log tracking would be done out of the meeting. Amended guidance on Board papers to be recirculated.

#### **2 Health and Safety in HSE. Report by Justin McCracken**

- 2.1 Incident and ill health reports received since the January Board were presented. Manual handling and Working at Home issues discussed.

#### **Action Justin McCracken to follow up on homeworking and people who work at home from time to time.**

- 2.2 Corporate Health and Safety committee report back. Points included changes underway to management arrangements to one committee per site.
- 2.3 Verbal abuse is now reported under near miss arrangements.

2.4 Stress risk assessments being pursued. Lessons learnt from the pilot may be incorporated into our guidance.

Topics for next year currently being selected by John Ives.

**Action Justin McCracken to circulate topic list to Board members.**

### **3 Revised OPMs for Operational Activity. Presented by Mike Cross**

3.1 Justin McCracken introduced the paper.

3.2 This matter was discussed by the Board, and the following points were raised in the discussion:

- i This was good first step toward measuring the efforts of all of HSE
- ii Policy contacts are not currently measured
- iii OPD/PEFD have worked closely in development, and will continue to do so in the implementation stage
- iv Meaning of target numbers were discussed, some clarification required. E.g. 87% of incidents investigated. Does this mean 87% of all those received or 87% of those for which HSE is the enforcing authority?

The Board agreed to the introduction of a new suite of OPMs.

**Action Justin McCracken to follow – up precise meaning as point (iv) above**

### **4 PSA Target for Major Hazards. Presented by Mike Cross (B/03/022)**

4.1 This paper was introduced by Justin McCracken. The following points were raised in discussion:

- i This has been difficult to develop, as it has not been a like for like comparison across major hazard industries
- ii Board is aware that failure to meet a pre cursor does not result in a major incident. There is 'defence in depth'
- iii Although included for a variety of reasons, it is recognised that Rail as such is not as such a major hazard
- iv Permissioning regimes may be a more appropriate term than major hazards

In conclusion, the Board:

- i Endorsed the approach being taken to develop the PSA target for major hazards
- ii Agreed to the introduction of the shadow target as set out in the paper
- iii Agreed that there should be external consultation with key stakeholders as the target is refined and delivery strategies developed.
- iv Requested that some consideration be given to using a term other than 'major hazards'

**5 Review of HSE's Sectors – Proposal for Change. Presented by Phil Scott, Tony Hetherington & Mike Tonge (B/03/024)**

5.1 Justin McCracken introduced this paper. The following points were raised in discussion:

- i The corporate nature of resources in support of the organisation as a whole was not made explicit
- ii The structure of the sectors was felt to be appropriate
- iii The process is new to ensure that policy can input, but should be facilitating rather than controlling for staff
- iv There will be behavioural changes required to make this work. Workshops may be an appropriate forum to promote specific ways of working
- v IT was generally felt that a good job had been made of pulling together strongly held and diverse views across the organisation

**The Board agreed to the following:**

- i Changes to structural and management arrangements as outlined in the paper
- ii To endorse the 'strategic fit' note and the principles of Sector working
- iii The outline implementation plan
- iv The proposal for adjusting sector resources through business cases

**6 Review of Efficiency and Effectiveness of HSE’s Corporate Support: Background and Context within HSE’s Change Programme; Business Risk Management and Delivery of the Strategic Plan (B/03/025)**

**Review of Efficiency and Effectiveness of HSE’s Corporate Support: Big Picture Savings (B/03/026)**

**Review of Efficiency and Effectiveness of HSE’s Corporate Support: Organisational Changes (B/03/027)**

**Review of Efficiency and Effectiveness of HSE’s Corporate Support: (The Project and Background Detail) (B/03/028)**

Vivienne Dews introduced the paper as a Corporate Support Review, which had been intended to be a short high-level review. Currently 45% of HSE funds are spent on support functions. Private/Public comparators were presented.

The following points were discussed:

- i Issues regarding accommodation costs at Rose Court and other offices
- ii Field estate issues including procurement
- iii The process and policy with regard to expenses
- v Dual accountabilities
- vi Requirement for proven IT systems and procedures
- vii Targets for improvement with timescales
- viii Priorities in the number of reviews, it was agreed to prioritise finance issues.

The Board endorsed the recommendations in papers B/03/025 B/03/025 & B/03/025

**Action Vivienne Dews to produce a more detailed proposal on possible use of capped actuals.**

**Action Vivienne Dews to produce guidance for line managers, which should include value for money issues.**

**7 Communications Strategy. Presented by Kate Timms (B/03/029)**

Kate Timms introduced the paper as addressing what HSE’s communications strategy is and how it is to be implemented and delivered.

**8 Any Other Business**

None.

**8 Feedback by Sandra Caldwell**