

Health and Safety Executive Board Minutes		B/03/M12	
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Exemptions:	None		

HEALTH AND SAFETY EXECUTIVE

HSE Board

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

Present

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

Also attending

Sian Lewis
Shahmeen Sheikh

1 Draft minutes of the HSE Board meeting held on 7 May 2003; and matters arising

1.1 The minutes of the previous minutes were not agreed, as there had been a delay in getting the minutes to Board members.

The following Board meeting changes were agreed:

- August Board cancelled
- October Board to be held in Bootle

1.2 Board papers that are marked 'Personal to Board Member' are to be sent to Board members separately to ensure that they are not inadvertently put on circulation.

2 Health and Safety in HSE. Oral Report by Justin McCracken

2.1 The latest accident and ill health reports were introduced.

2.2 The following points were made during the discussion:

- i There has been a reduction in reported accidents after targets

were set

- ii Concern was voiced that this may be due to a reluctance amongst staff to report
- iii Board members were asked to feedback to their staff the importance of continuing to report incidents

2.3 There have been plans for some time to introduce nurse led occupational health and safety advice. There is an upfront cost implication with this work, but this should be balanced by reduction in sickness absence. Agreement in principle was sought for implementation of this process, there would be cost incurred in the second half of this year, with results next year.

In discussion, the following points were made:

- i Important that this process is supported by a system of monitoring sick leave and regular reporting
- ii There are still issues with accessing such information. A new system should be in place by October

2.4 The Board supported the nurse led occupational health approach

2.5 There are still issues with conference room facilities and related slips trips and falls. A recent incident concerning a member of staff at Rose Court was discussed. It was felt that upgrading some of the facilities might be appropriate.

Action Vivienne Dews to pursue matter with Refit and BSD.

3 Update on the Corporate Support Review. Presented by Kevin Allars (B/03/047)

This paper was introduced by Vivienne Dews.

The following points were made in discussion:

- i There is a good relationship between policy and PEFD
- ii Policy experience is that an informal relationship works well. A model is emerging and policy would be happy to share their experience
- iii A finance event is being organised for Autumn
- iv The home working policy will be formed from the results of the pilot. Important that the pilot differentiates between the experiences of new and experienced staff

Action Kate Timms to draft a short paper on CSR progress in policy.

4 Communications. A paper by Kate Timms B/03/048

This discussion was closed.

Action Kate Timms, Vivienne Dews & Peter Graham to send short draft to keep SCS and DIAS staff informed.

5 Resource Allocation. Presented by Richard Daniels and Brian Etheridge (B/03/040)

Justin McCracken introduced the paper.

The following points were made in discussion:

- i Difficult to apply weighting to the checklist in certain circumstances such as when balancing potentially conflicting demands, societal concerns and the EU agenda
- ii This is not a formula, but rather a tool to support decision-making

The Board:

- i Requested that this work returns in September when the proposals will be further developed
- ii Agreed that work should be undertaken as required to input to the September paper
- iii Requested that PEFD is involved as appropriate

Action Brain Etheridge and Richard Daniels to return to the Board in September.

6 Career Development in HSE. Presented by John Gould and Dave Hockey B/03/039

This paper was introduced by Lawrence Williams.

The following points were made in discussion:

- i It is important to be able to future forecast and system should be able to cope with this requirement.
- ii A demonstration of how taking up posts has benefited people's careers could be included
- iii Career development is not just about promotion, but is about developing skills and maintaining interest.

The Board:

Approved the proposals and associated timescales for improving career development arrangements

Requested that the architecture and approach were further developed

7 Development of Workforce Strategy for HSE. Presented by John Gould (B/03/037)

This paper was introduced by Vivienne Dews.

The following points were made in discussion:

- i This work aims to start simple and develop clear lines of sight between business needs and the HR agenda
- ii Must have Board involvement as well as PD and D/D's working in partnership to find ways to sustain effort
- iii CoSAS are looking at S&T needs in the medium to long term. The result of that work will feed into this project
- iv Workshop style discussion planned for the October Finance Board

The Board agreed that this work be developed further with feedback to the Board in December

8 Fundamental RIDDOR Review and Options. Presented by Sandra Caldwell, Jonathan Russell, Anne Morley and Francis McGuigan (B/03/046)

This paper was introduced by Sandra Caldwell.

During the discussion, it was felt that certain factors required further consideration. These included whether

- i RIDDOR is required as well as the Workforce Survey
- ii A compulsory duty on employers to investigate and opening the results of investigations to safety reps would move towards goal of health and safety being managed in the workplace
- iii HSE has decided what it requires before approaching the Commission
- iv .the Framework Directive and specific requirements would preclude certain options
- v Reporting Dangerous Occurrences would be retained

Additionally, the following handling issues were discussed:

- i The LA regulatory services organisation would be the single point of contact for initial discussions
- ii It is important that the Commission are kept informed and any proposals would need to be discussed with Bill Callaghan
- iii As there may be implications for the PSA targets, proposals will need to be discussed with DWP.

The Board requested that:

- i The options package was reworked to included flexibilities and

constraints

- ii The new proposals were circulated to Board Members with a formal report back to the Board in September.

Action Sandra Caldwell to discuss handling with Bill Callaghan

9 Preparations for the Board Awayday 16/17 July. Presented by Kate Timms (B/03/049)

This paper was presented by Kate Timms. It was agreed in discussion that the Awayday would build on positives in the Manifesto feedback. It was agreed that the proposals outlined in the presentation would be developed into a formal programme for the Awayday.

10 Feedback by Peter Graham

11 Any Other Business

Justin McCracken raised the issue of the Met Police case and the need for an informal internal review of the lessons learned. This review is being led by Gordon MacDonald. A paper is being drafted for the Commission on the judge's comments on taking the prosecution as this impacts on the Enforcement Policy Statement.

Sandra Caldwell informed the Board that a commission paper would be coming to Board Members. The papers had been drafted quickly in response to a request from Bill Callaghan asking whether HSE could look at different ways of promoting leadership and innovation.