

Meeting Date:	4 June 2003	Open Gov. Status:	Fully Open
Type of Paper:	Minutes (draft)	Paper File Ref:	
Exemptions:	None		

HEALTH AND SAFETY EXECUTIVE

HSE Board

Minutes of meeting of HSE Board held on Wednesday 4 June 2003, in the Fortune Room, Rose Court

Present

Sandra Caldwell
Paul Davies
Vivienne Dews
Justin McCracken
Alan Osborne
Nick Starling
Kate Timms
Timothy Walker
Chris Willby

Sian Lewis – Press Office
Shahmeen Sheikh – Secretariat

Apologies: Adrian Ellis
Peter Graham
Robert Humm
Laurence Williams

Also attending

Tony Bandle
Simon Chipperfield
Steve Coldrick
Beth Collins
Brian Etheridge
Ian Greenwood
Suzanne Roddie
Linda Varney
Jane Willis

1 Draft minutes of the HSE Board meeting held on 7 May 2003

1.1 The minutes of the previous minutes were agreed without change.

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

2.1 Brief discussion of the latest accident and ill health reports. Work related to Lone Workers with the Suzy Lamplugh Trust is ongoing. A detailed discussion was postponed until the work is more developed.

3 Update in SID. Oral presentation by Brian Etheridge, with overheads

3.1 The following points were made during the presentation.

- i The Vision, Mission and high-level corporate objectives have been agreed

been agreed.

- ii The product will be short, succinct and strategic, underpinned by the normal planning process.
- iii Any individual strategies should fit into big picture to ensure alignment.
- iv Need to be clear on what our approach to LA's and why; need to align this with what government will want the LA's to be involved with over next decade.
- v Board support and effective communication needed.
- vi Timetable keeps being shortened which is presenting challenges
- vii Paper to be circulated for comment in September for publication in April

3.2 Following points were made in discussion:

- I The five programme blocks presented may be better defined as priority hazards and sectors.
- ii Approach to Major hazards needs to be discussed clearly with DWP
- iii Important that stakeholder consultation is meaningful consultation attempting to reach more people than HSE's traditional consultation base.
- iv DWP want SR2004 draft strategy in July rather than September and internal think piece required by DWP on 17 June

4 Update on Change. Oral Report by Kate Timms and Vivienne Dews

4.1 Update presented on behalf of Peter Graham.

- i Progress being made on leadership work. Laminare been issued on content of workshops. Star Alliance are tailoring the programme material more appropriately.
- ii Short paper from Kevin Allars updating on progress of Corporate Support was presented for comment.

5 Update on PSA Delivery. Presented by Kate Timms & Linda Varney. (B/03/038)

5.1 The paper was introduced by Kate Timms. Work is ongoing to build the package such that it can be produced regularly. Seeking endorsement in making the mechanism more robust by creating a

Programme Board.

- i The Programme Board will be a sub-group of the Board where issues can be discussed, highlighted or filtered. The timing of these meetings would be before the main Board meeting.
- ii Concern was expressed that this would add a new layer of bureaucracy and that the role the new Board would play was not clearly defined or well understood.
- iii Intention is to build on an existing ad hoc process.
- iv Need to build DWP confidence in HSE's delivery capabilities

5.2 The Board:

- i noted the information contained in these papers
- ii endorsed the approach set out in the accountabilities paper
- iii agreed that a broadly similar set of papers be put to the Board in advance of each quarterly Ministerial meeting

Action Kate Timms to return to Board with Terms of Reference and proposed membership of the Programme Board.

6 The New Manifesto: Team Briefing Report and the Boards Response. Presented by Ian Greenwood, Steve Coldrick & Suzanne Roddie. (B/03/035)

This item was introduced by Kate Timms. The purpose being to consider and respond to the feedback from the New Manifesto team briefing exercise.

The following points were raised in the discussion:

Important that the Board responds to feedback on visibility and credibility. This should be an integral part of the management function.

Need to demonstrate commitment

The Board were keen to address the main themes raised in the feedback

The feedback would be discussed further at the Board Away Day in July.

The Board agreed :

To publish its response to the feedback.

To continue to use team briefings as recommended.

The Board expressed their appreciation to the team for their hard work.

Action Justin McCracken to draft a response to the feedback

Action Ian Greenwood asked to examine the possibility of video, including a clip on the Intranet.

7 Schlumberger/Sema - New Occupational Health Service Provider Presentation by Simon Chipperfield and Beth Collins from Sema

John Ives introduced the presentation.

Schlumberger/Sema have taken over from BMI as the new occupational health provider. Schlumberger/Sema's view is that HSE would expect its occupational health provision to be exemplar.

8 Managing Our Risks & Vulnerabilities Better Presented by: Bill Tomkins, Blair Hilton (B/03/034)

The paper was introduced by Vivienne Dews.

8.1 The following points were made in discussion:

- i Important to address high level risks and integrate this with the strategy.
- ii There may be specific directorate risks as well as those high level ones that the Board considers
- iii Balanced scorecard approach is a valuable tool in the process.

8.2 The Board agreed to:

- i Endorse the approach that PEFD supports risk owners in reassessing whether key risks to the business have been identified.
- ii The Board endorsed the approach that it would identify the five or six things with the I to have a large scale impact if things go wrong and establish a series of workshops to look in detail at how these are being managed.
- iii Closer involvement with Internal Audit
- iv Developing a more general statement of approach
- v Work with developers of the balanced scorecard to identify associated risk if the scorecard suggests things are going wrong and review both together

- vi The HMT is written to along approach outlined in Annex 4
- vii endorses the draft Risk Management Improvement Programme at Annex 3
- viii notes the Report on progress and plans at Annex 2

The Board will meet after the strategy outlined by SID reports back in September.

9 Feedback – No feedback session for this Board.

10 Any Other Business

10.1 The following points were raised by Vivienne Dews:

- i Merseyside Headquarters projects (MHQ). The Gateway assessment would not be carried out as the business case is incomplete. Information is missing from suppliers.

There were issues relating to MHQ costs vs cost of staying in present accommodation. A decision would need to be taken within the week.

- ii Made savings of approximately £1 million by booking cheaper tickets.
- iii HSE participated in the inter-departmental sailing regatta.

10.2 Paul Davies reported back regarding a meeting with the Trade Unions who were critical of the overall approach to researching effectiveness of worker involvement.