

## Health and Safety Executive Board Minutes

<b>Meeting Date:</b>	5 February 2003	<b>Open Gov. Status:</b>	Fully Open
<b>Type of Paper:</b>	Above the line	<b>Paper File Ref:</b>	
<b>Exemptions:</b>	None		

### HEALTH AND SAFETY EXECUTIVE

#### HSE Board

#### Minutes of meeting of HSE Board held on Wednesday 5 February 2003, in the Globe 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  
Laurence Williams  
Chris Willby

##### Also attending

Item 3 – Brian Etheridge  
Ian Greenwood  
  
Item 5 – Jim Amos  
Alex Callegari  
Liz Gibby  
John Price  
  
Item 6 – Robert Vaughan  
Jane Willis

Shahmeen Sheikh - Secretariat  
Apologies – Sian Lewis

#### **1 Draft minutes of the HSE Board meeting held on 8 January 2003**

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

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

2.1 28 February is International RSI day and HSE is launching new guidance. This is felt to be an area of interest within HSE also.

**Action** Board members to liaise with their local health and safety officers to ask what contributions they can make.

#### **3 The Role of the Strategy and Intelligence Division. Paper by Brian Etheridge.**

3.1 The paper was introduced by Kate Timms; the setting up of the Strategy and Intelligence Division (SID) is the first manifestation of the Change programme.

3.2 The Board agreed the following in discussion:

- i SID to stimulate and co-ordinate strategic work across the organisation rather than to do all the strategic work.
- ii Important that SID develops strategic plan and stays focussed.
- iii Defining a process and timescales are important
- iv Key areas include PSA and gathering of intelligence
- v SID to be a small, flexible and project led team which is supported in its tasks by short term, funded attachments from other divisions and directorates
- iv Accepts responsibility for deciding on and implementing recommendations arising from SID's work.

**Action Brian Etheridge to circulate note on work undertaken to develop process and build supporting architecture.**

**Action Brian Etheridge to return to Board with regular progress reports.**

#### **4 Legal Risk Analysis. Paper by Robert Humm.**

4.1 Robert Humm presented the paper, outlining current high-risk areas, which include SFAIRP challenges and employment issues.

4.2 In discussion, it was felt that the paper was a good summary; there were areas such as EU directives and prior role inquiries, which were not highlighted.

**Action If there are particular control mechanisms or areas of concern, which Robert Humm should be aware of, then this should be discussed with him.**

4.3 It is felt that changes to employment law could have an impact and that managers should be aware of this.

**Action Robert Humm and Vivienne Dews to decide what training would be appropriate within the organisation.**

#### **5 Openness Audit. Presentation by Jim Amos of Public Policy, University of London.**

5.1 Presented results of an audit which was carried out on openness. There is a new Freedom of Information Act which has implications for

HSE. There will be a new test of whether disclosing or withholding information is in the public interest. There will be a new commissioner with greater powers to require release of information. Appeals will now be cheaper and not require lawyers or courts to be included. There are also issues to do with the maintenance and control of information which appears on the HSE website and involvement of 'dissident' stakeholders.

5.2 In discussion, the Board noted that HSE should be an open organisation, but that people may feel uncomfortable disclosing information due to a lack of clear readable guidance. It may be appropriate to proactively put information into the public domain if we receive lots of requests for information which become resource intensive.

**Action Sandra Caldwell and Peter Graeme to follow up and report back to the Board quickly with a timetable.**

**6 Development of the balanced scorecard for HSE. Paper by Robert Vaughan.**

6.1 Vivienne Dews introduced the paper which is a method for ensuring that the Board receives performance measurement information in a straightforward manner.

6.2 In discussion, it was felt that the concept of balanced scorecard had been adapted for use within HSE. It was agreed to make some minor changes to the categorisation i.e. moving 10 to Rep and 7 to Delivery.

6.3 The Board agreed to the further work necessary to prepare the detail of the measures and arrangements to underpin this high level scorecard.

**Action Robert Vaughan to present the first Balanced Scorecard report to the Board in April.**

**7 Role of the Board. Presentation by Timothy Walker.**

Timothy Walker presented this to the Board to stimulate discussion.

There was a wide-ranging discussion which included the types of papers coming to the Board, substitution for Board members by other staff, timing of the meetings and interaction with the commission.

It was agreed that the Board would focus on strategic issues, that there would be tighter timetabling and that Board members would ensure that they endorsed only those papers it was necessary for the

Board to see.

The Board also agreed to move the vide conferencing meetings from Wednesday to Mondays wef 1 April 2003. The Board also agreed to reinstate forward planning. Actions arising from Board meeting will be tracked for completion in future.

**Action    Nick Starling to review guidance on writing Board papers.**