

Health and Safety Executive Board Minutes

Meeting Date:	5 March 2003	Open Gov. Status:	Fully Open
Type of Paper:	Minutes	Paper File Ref:	
Exemptions:	None		

HEALTH AND SAFETY EXECUTIVE

HSE Board

Minutes of meeting of HSE Board held on Wednesday 5 March 2003, in the Fortune Room, Rose Court

Present

Sandra Caldwell
Paul Davies
Vivienne Dews
Adrian Ellis
Peter Graham
Robert Humm
Justin McCracken
Nick Starling (after 11 am)
Kate Timms
Timothy Walker
Laurence Williams
Chris Willby

Also attending

Item 3 – Richard Lewis
Vic Coleman

Item 5 – Alun J Williams

Shahmeen Sheikh – Secretariat

Sian Lewis – Press Office

Apologies – Alan Osborne

1 Draft minutes of the HSE Board meeting held on 5 February 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 There have been some more stress cases reported. The health and safety committee will investigate these and possibly report back to the Board depending on findings.

Action Individual Directors to check progress on stress risk assessments in their Directorates.

2.2 Safety during driving was discussed. New guidance is being produced.

2.3 General discussion on sickness absence as an issue in HSE and DWP.

3 Review of Rewarding Innovation. Paper by Richard Lewis.

3.1 Sandra Caldwell introduced the paper.

3.2 The Board agreed the following in discussion:

- i Innovation is happening constantly across HSE, but is not always labelled as such
- ii Rewarding Innovation scheme to continue, amended as proposed in the paper.
- iii Board Members should demonstrate their support by their behaviours
- iv Speedier processing, quicker response required
- v Flexible stand alone scheme should be developed for rewarding innovative work by teams

Action Sandra Caldwell/Richard Lewis to take forward team innovation scheme

4 SCS Developmental Opportunities. Oral Presentation by Vivienne Dews.

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

- i Annual reports should include discussions on personal and career development with focus on HSE values and 360° feedback.
- ii Recognise that Board members should develop themselves also and lead by example

Action Board members to provide feedback to Vivienne Dews on requirements

Action Vivienne Dews to develop this theme further and report back to the Board

5 Civil Contingencies Project, Paper by Alun J Williams

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

- i Appropriate level of cover
- ii Suitable training for people involved
- ii Communications availability

The Board Endorsed the paper and supported the recommendations.

Action Immediate guidance is required. Alan Williams to ensure that this is provided by Friday 7 March 2003.

Action Board members to ensure that they have the senior officers list available to them and paper copies of relevant information.

Action Sandra Caldwell to follow up a possible move of responsibilities from DIAS to the Secretariat.

Action Suitable training to be provided to staff via OPD.

7 Any Other Business

Vivienne Dews raised matter of a paper that had been circulated by Heather Bolton. Board Members felt that this had been a helpful document.

8 Feedback by Paul Davies

Paul Davies provided feedback regarding the performance of the Board. It was generally agreed that short papers or oral presentations with time available for discussion was an effective technique.