

Health and Safety Executive Board Minutes

Meeting Date:	5 November 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 5 November 2003, in Room 1105, Daniel House, Bootle

<u>Present</u>	<u>Also attending</u>
Sandra Caldwell	
Paul Davies	Item 4:
Vivienne Dews	John Gould
Robert Humm	Brian Whitnell
Sian Lewis	
Justin McCracken	Item 5:
Allan Sefton	John Gould
Nick Starling	John Rowson
Kate Timms	
Timothy Walker	Item 6:
Chris Willby	Bill Tomkins
Laurence Williams	
Shahmeen Sheikh - Secretariat	Apologies: Adrian Ellis
Margaret Roscoe - Observer	

1	Minutes of the HSE Board meeting held on 1 October 2003 and matters arising B/03/M16
1.1	The minutes of the previous Board meetings were agreed and the action log was reviewed/updated.
2	Health & Safety. Oral report by Justin McCracken
2.1	At the halfway point through the year, HSE is on track to meet next year's targets in most cases apart from on RIDDOR.
2.2	Still uncomfortable with the drop in reported incidents that coincided with the setting of targets.
2.3	Two RIDDOR reportable incidents have occurred related to slips and trips. One of the incidents occurred in June; the delay in reporting it is unacceptable.

2.4	The Board agreed that a new performance standard be introduced for reporting RIDDOR incidents, requiring RIDDOR incidents be reported to the relevant senior manager and Board champion within 24 hours. The new performance standard will apply to all HSE staff and contractors.
2.5	There has been a rise in the number assaults and abuse incidents. This trend is being closely monitored.
2.6	A recent incident which involved two construction inspectors is being dealt with by police.
2.7	A serious view is taken of this type of incident and HSE policy is that the police will always be contacted - if the police do not prosecute, then HSE will pursue with a view to taking action on grounds of obstruction.
2.8	Crown Notices have been served on HSL with respect to lifting operations.
3	External Review of HSE Science. Presented by Paul Davies (B/03/069)
	Paul Davies introduced the paper stating that HSE has been selected by OST for a review of HSE science.
	The following points were made in discussion:
i	OST may be looking at how HSE fits into government as a whole, it would be appropriate to select topics which clearly demonstrate this linkage
ii	The most appropriate topics for this linkage were discussed, although OST will make the final decision.
iii	Agreed that a dry run would take place on musculo-skeletal disorders (MSD) rather than Agriculture
iv	DWP should be kept informed and involved
Action	Sandra Caldwell to check whether stress or MSD would be most appropriate and to feed this back to Paul Davies within a month.
4	Performance Management and Pay for Bands 1-6. Presented by Brian Whitnell and John Gould (B/03/068)
	This was a closed discussion.
	The Board:

	i	Noted the introduction of a new core framework, to support HSE's Values and the change programme
	ii	agreed to the introduction of a new system of performance appraisal from 1 April 2004, including High Performance Award arrangements as proposed in the paper
	iii	authorised Personnel to put formal proposals to HSE TUs.
5	Progression Pay Study. Oral report by John Gould and John Rowson	
	This was a closed discussion.	
6	Developing Our Approach to Business Risk Management. Presented by Bill Tomkins (B/03/060)	
	This paper was introduced by Vivienne Dews.	
	The following points were made in discussion:	
	i	The Risk Register is a 'living document'
	ii	New issues such as Corgi & SFAIRP do not need to be added to the table as they are already covered in the high level risks in the Risk Register
	iii	Wanted more discussion on the specific elements contained in Section 9 (i) 'Managing Risks to the Strategy' before agreeing to the specifics. This effectively places the workshops on hold
	iv	Stakeholder management will be the responsibility of the Director of Communications. Kate Timms to act as Risk Owner pending his taking up post and review PG issues
	v	Need storyboard on the different elements of the strategy
	vi	Below Board level more specific underpinning arrangements are required
	vii	For priority programmes, the risk registers produced for the delivery plan should feed in to the work
	viii	Risk owners need to be contacted to check that they are content.
	ix	The balance between risk owners and Internal Audit needs to be addressed. A business continuity paper is coming to the Board in the New Year that may address this point. The paper should address the role of Internal Audit in risk management and support the DG in his role as accounting officer

	The Board:	
	i	Agreed the amended HSE Risk Register
	ii	The risk owner roles as set out
	iii	Wanted more discussion on the specific elements contained in Section 9 (i) 'Managing Risks to the Strategy' before agreeing to the specifics
	iv	Thanked Bill Tomkins for his hard work and effort in this area which has transformed what initially seemed a very theoretical concept into a real and valuable way of managing risk
Action	Kate Timms to act as a caretaker role on behalf of Director of Communications and review Policy Group issues	
Action	Bill Tomkins to develop storyboard on different strategy elements and return to the Board.	
Action	Bill Tomkins to contact risk owners to check they are content	
Action	All board Members to ensure that suitable underpinning arrangements exist in their areas to support BRM	
7	Delivering Policy: from Directorates to Group. Presented by Kate Timms (B/03/070)	
	The following points were made in discussion:	
	i	Traditionally staff who wanted promotion moved from what used to be termed frontline posts to policy posts to gain experience before going back to front line work
	ii	It is important to recognise that there are challenges to managing career development for staff particularly when families are involved as it is more difficult for people to move in and out of London
	iii	The difficulties of using the vacancy filling system were discussed
	iv	Changes to the way policy is delivered should be communicated to the HSC
Action	Kate Timms and Vivienne Dews to discuss how staff can be moved effectively around the organisation.	
Action	Kate Timms to organise communicating policy delivery changes to HSC	

Action	Kate Timms to identify good examples of working across boundaries	
8	EU Research on Occupational Health & Safety and HSE's involvement. Presented by Paul Davies (B/03/061)	
	Paul Davies mentioned that unfortunately PEFD had not been formally consulted on the paper.	
	The following points were made in discussion:	
	i	The value of being involved in EU research was recognised
	ii	It was clear however that it would not be appropriate for HSE to take the lead on very large programmes
	iii	HID had some experience in this area
	The Board:	
	i	Agreed to continue to view involvement in EU research as being of value
	ii	Decided that Research Coordinators should be the preferred customers for projects to facilitate HSL bidding for EU research, with the Chief Scientists acting as a fallback customer for cross cutting research
Action	Chief Scientist to make arrangements to allow HSL to make bids for EU research work	