

Health and Safety Executive Board Minutes

Meeting Date:	16 July 2003	Open Gov. Status:	Fully open
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Exemptions:	None		

HEALTH AND SAFETY EXECUTIVE

HSE Board

Minutes of a finance and performance meeting of the HSE Board held on Wednesday 16 July 2003 at 13:00 hours in the Fortune Room, Rose Court.

Present

Sandra Caldwell
 Vivienne Dews
 Adrian Ellis
 Peter Graham
 Alan Osborne
 Kate Timms
 Timothy Walker
 Laurence Williams

Also attending

Steve Dennis
 Jane Willis
 Shahmeen Sheikh

Apologies: Robert Humm, Nick Starling

- 1 Draft minutes of the HSE Board meeting held on Wednesday 18 June (B/03/M09); and matters arising**
 - 1.1 The minutes of the previous Board meeting were agreed.
- 2 Briefing for the MHQ Project. Paper by Steve Dennis. Presented by Steve Dennis and Jane Willis**
 - 2.1 This paper was introduced by Vivienne Dews.
 - 2.2 The following points were made during the introduction and presentation:
 - i This project is now at the point of contract signature with Kajima as the preferred bidder
 - ii Board members should be aware of the project timetable. It is anticipated that DWP approval of the business case would be available in mid-August
 - iii Subject to approval, construction would commence on 15 September
 - iv HSE has looked for alternative accommodation in Merseyside and found that nothing suitable is available
 - v This project would constitute a long-term commitment to Bootle

- vi However, this project is viable only with an aggressive accommodation strategy with posts moving to Bootle from Rose Court and elsewhere
- vii The advice to Board is that a new build is significantly cheaper than refurbishing current buildings
- viii There is no 'do nothing' option, either staying in current accommodation or moving will incur cost
- ix This project will need to be clearly explained to staff and unions

2.3

The following points were made in discussion:

- i Currently, the unions are broadly supportive of project
- ii One of the local authority buildings in Bootle is being demolished because it is in poor condition – HSE is not alone in having accommodation difficulties
- iii Refurbishment of existing buildings would show a different cost profile as HSE would need to find the capital
- iv Landlords have been approached to see if they would bear some refurbishment costs, but are unlikely to do so
- v Building design specified such that subdivision is possible so that it can be multi occupancy if required. Contractually, HSE would be able to sub-contract
- vi The Business case requires amending as it specifically states no loss to frontline staff and states that there will be further cash efficiency savings
- vii The Business Case refers to 'sharply declining figures at Rose Court' this is a very rough figure of some 100 posts. A rigorous review of Rose Court posts will take place with people making the case to stay. Discussions have just started with directors, the review will include policy, HID and railways staff. The process of moving staff out of London is consistent with a civil service wide project to do so
- viii New ways of working to be considered such as hot desking and home working. Work on this is already underway as part of the Corporate Services Review
- ix The Business Case makes assumptions consistent with overall strategy
- x Need to anticipate NAO review and be able to demonstrate delivery of benefits
- xi Additional funding has been discussed with DWP, but it may be appropriate to prepare a wider presentation to include Treasury
- xii Presentational and timing issues were discussed. It is important that staff understand what is being done and why, possibly with Q&A type brief going out to staff to keep them informed

2.4 The Board endorsed the following:

- i Review of the need for posts to be based in London, with the expectation that there will be fewer posts in London but decisions should be driven by business need
- ii HSE is committed to remaining in Bootle
- iii A new building option will be adopted rather than refurbishment
- iv Hot desking and home working options will be investigated
- v Recognise increased accommodation costs put pressure on the budget and HSE will try to finance these increased costs by making savings elsewhere

ACTION Steve Dennis to amend business case as per discussion.

ACTION Vivienne Dews to draft note for staff.

3 Any Other Business

Kate Timms announced the results of the recent SCS promotion board.

ACTION Timothy Walker to send announcement to all staff via global email.