

Health and Safety Executive Board Minutes			HSE/03/M11
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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 18 June 2003 at 13:00 hours in the Fortune Room, Rose Court.

Present

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

Also attending

Tony Mulhall
Robert Vaughan
Jane Willis
Shahmeen Sheikh

Apologies: Paul Davies, Nick Starling, Chris Willby
Justin McCracken present until item 2(ii),

1 Draft minutes of the HSE Board meeting held on Wednesday 19 March (B/03/M09); and matters arising

1.1 The minutes of the previous Board meeting were agreed.

2 Review of Financial and Delivery Performance in 2003/03

2.1 Year End Report (B/03/043)

Paper by Carole Lomax and Dave Thomas

The Balanced Scorecard (B/03/041)

A paper by Robert Vaughan

2.2 The two papers were taken together and introduced by Jane Willis.

2.3 The following points were made in discussion:

- i Performance was good after midyear concerns expressed to the Board. Stringent measures taken have paid off
- ii Forecasting still needs to be better. Must recover more income

than forecast

- iii Need to update information in December to make drawdown decisions
- iv For Balanced Scorecard, those progressing leadership work should be involved in development of performance indicators
- v Clarity required on who is leading this work
- vi Where there is an underspend, it was agreed that these monies would be returned on the clear understanding that it will be made available should the situation and requirement change
- vii Robert Vaughan was thanked by the Board for his hard work developing the balanced scorecard

ACTION Tony Mulhall to draft message for Timothy Walker to send regarding current position.

ACTION Peter Graham, Vivienne Dews and Kate Timms to discuss how to progress this work & return to Board in August.

2.4 The Board:

- i Noted the End Year Balanced Scorecard and overview as presented
- ii Agreed that this format should be the style for future presentations
- iii Agreed the indicators identified so far to fuel the scorecard and notes the work to be taken forward to develop remaining indicators
- iv Agreed the timetable for quarterly presentation of the Scorecard during 2003/04 and a review of the usefulness of this approach to management reporting at the end of 2003/04
- vi Noted the arrangements for meshing the Scorecard into DWP reporting processes

3 2004/05 Planning Event Process (B/03/045)

A paper by Tony Mulhall

3.1 This paper was introduced by Tony Mulhall. Change is required as the present process does not fit with PSA delivery.

3.2 The following points were made in discussion:

- i Concern was voiced that more bureaucracy was being introduced with programme working
- ii Priority programmes need to be looked at collectively as reassurance on governance issues

- iii The role of the programme Boards will be to balance activity, resources and progress against priorities to meet targets
- iv The merging programmes will underpin strategy through horizontal working. Concern was voiced that more bureaucracy was being introduced with programmed working
- v The role of the Programme Boards will be to balance activity, resources and progress against priorities to meet targets
- vi Programme working needs to be defined

Action Sandra Caldwell to work with Brian Etheridge on health programme.

Action Adrian Ellis, Tony Mulhall & FOD to have round of discussions prior to workshops.

2.4 Subject to the two actions above and point vi, the Board agreed the following:

- i The planning process for SR 2004 and the 2004/5 planning event (noting the implications for quarterly performance reviews)
- ii The role of SID/PEFD in the early stages - i.e. before appointment of programmed directors
- iii PEFD begin immediately to implement the process with workshops to communicate and consult on the process

4 Looking Forward to SR 2004/05

A paper by Vivienne Dews

4.1 This paper was presented by Vivienne Dews.

4.2 The following points were made in discussion:

- i DWP are currently running to a timetable which is in advance of the Treasury. HSE is obliged to match the DWP timetable
- ii In the past, the HSE case would have bid for resources, in this round, the HSE case would be part of the DWP bid
- iii May be issues communicating this to the commission
- iv Concerned raised over embedding process and HSE's independence
- v May be issues communicating this to the commission

4.3 The Board agrees

- i that our arguments should be for funding for delivery, not for activity or increasing costs, on the broad lines in paragraph 12

- ii to make staff available as needed to develop these arguments

4.4 The Board:

- i Noted that SR 2004 is likely to be difficult, “delivery within existing resources”
- ii DWP are making an early start on preparations for SR 2004
- iii Our interests are likely to be best served by embedding our case in DWP’s submission and demonstrating how we contribute to DWP’s objectives
- iv Agreed that HSE’s arguments should be for funding for delivery, not for activity or increasing costs
- v Agreed to make staff available as needed to develop these arguments

5 Any Other Business

- 5.1 Vivienne Dews reported on the Merseyside HQ project, stating that it would cost slightly less to move than to stay. This is partly because the old building requires refurbishment. However, the new HQ has an upfront cost at a time when HSE has the lowest resources. A decision needs to be made in the next month.