

Health and Safety Executive Board Minutes		HSE/03/M04	
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Exemptions:	None		

HEALTH AND SAFETY EXECUTIVE

HSE Board

Minutes of a finance meeting of the HSE Board held on Wednesday 19 February 2003 at 12:00 hours in the Fortune Room, Rose Court.

Present

Sandra Caldwell
Vivienne Dews
Adrian Ellis
Sian Lewis
Alan Osborne
Nick Starling
Kate Timms
Chris Willby
Laurence Williams

Also attending

Pat Williams
Jane Willis
Mark Dempsey
Wendy Beeston – minutes

Apologies: Paul Davies
Peter Graham
Robert Humm
Justin McCracken
Timothy Walker

1 Draft minutes of the HSE Board meeting held on Wednesday 29 January (B/03/M02); and matters arising

- 1.1 The minutes along with their open government status were agreed.
- 1.2 Vivienne Dews said that PD would work to support implications on how the allocated staffing budget will be used. The staffing implications are not as severe as first thought but PD will need to work out how best to fit all surplus staff back into the organisation.
- 1.3 There are approximately 100 staff on temporary promotion at present. PD is looking to fill these posts permanently with surplus staff.
- 1.4 Retention beyond 60 was discussed. The Board noted that current policies on this issue needed to be addressed so that procedures were consistent between Directorates. Proposals have been drawn up to come in line with other government departments but further work was required to arrive at a consistent position and deal with mismatches between grades and divisions.

2 HSC/E Monthly Finance, Staffing and Output Report B/03/018: Paper by Jane Franklin

2.1 This paper was presented by Pat Williams and Jane Willis.

2.2 The drawdown of £3.2 million of admin EYF was now irretrievable.

2.3 The indications are that, since EYF was drawn, Programme expenditure is reducing and income increasing against their respective forecasts. The net effect is that part of the EYF drawdown may have been unnecessary. Moreover, unspent Programme could not be carried forward and excess income could not be retained. It was confirmed that income is scored against the resource budget according to when work is carried out not when invoices are issued or cash received.

ACTION Timely work recording to be encouraged in order to better inform forecast outturn and the value of earned income to be scored at year-end.

PEFD to issue an explanatory note to attendees to clarify year-end income and expenditure controls.

BOARD UPDATES

Kate Timms: • Board members had received the agenda and papers for next week's joint Commission/Board strategy event. Timothy Walker will explain HSE's vision for strategic objectives and relevant issues will be discussed.

Chris Willby: • was looking into rebalancing resources in HID and accommodating extra staff to do other work.

Alan Osborne: • The Waterloo and City line was now running. The Central line was still several weeks away from reopening. Although there were consultants working on this, they were no further forward on deciding the cause of this incident.
• An interim report of the Southall East derailment was due to go out on the 20 February and the final report published at Easter. However, there were concerns about how much could be included in the interim report so discussions are taking place about the timings of the release.

Sandra
Caldwell:

- Professor David King, the Government's Chief Scientist, had looked in detail at HSE's scientific work on asbestos would be reporting shortly. The results were expected to be helpful.
- On asbestos, there was a democratic strand where we had received several PQs and a media and operational element including the delivery of a dossier to the Minister with 6 cases of alleged cowboy contractors. We were dealing with this
- There had been media interest on the American Society of Science Conference and links with night working and breast cancer. HSE commissioned research on this issue last year and will need to find out whether the American study needs to be included in ours.
- The Department of Health is considering enforcement responsibilities of the new CHAI, which might reduce HSE's Section 3 working the sector. If this happens, a Memorandum of Understanding would be needed on how these powers are to be split.

Vivienne Dews:

- The Corporate Support Review was progressing and the proposal will be presented to the Board in April.
- SCS development needs – the Board needed to include this is regular reviews with staff.
- At a meeting of the Civil Service Management Board, some proposals developed by the Cabinet Office to address development were discussed:
 - a programme scheme to identify staff who have potential to reach to DG or Permanent Secretary level was being developed.
 - ideas about how to accelerate turnover

Adrian Ellis:

- The timing of the pay meeting would affect senior staff reviews. Timothy Walker would be sending out a timetable in due course.
- The NW Pilot was raising issues including:
 - management spans, and whether we need senior do-ers as well as managers
 - data recording – further discussions are needed before drawing up final proposals.
 - complaint/investigation criteria – the Commission had suggested that the balance between proactive and reactive work might need to be addressed.

Director General's Private Office

February 2003