

Health and Safety Executive Board Minutes		HSE/03/M06	
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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 March 2003 at 11:00 hours in the Fortune Room, Rose Court.

Present

Sandra Caldwell
Paul Davies
Vivienne Dews
Adrian Ellis
Peter Graham
Robert Humm
Sian Lewis
Justin McCracken
Nick Starling
Kate Timms
Timothy Walker
Chris Willby
Laurence Williams

Also attending

Pat Williams
Jane Willis
Mark Dempsey
Wendy Beeston – minutes

Apologies: Alan Osborne

1 Draft minutes of the HSE Board meeting held on Wednesday 19 February (B/03/M04); and matters arising

1.1 The minutes along with their open government status were agreed.

2 Changes to the Planning Regime

2.1 Vivienne Dews informed the Board of the main changes that affected HSE. Flexibility was being introduced to allow moves between payroll and non-payroll admin costs. "Allowable income" would include charges for services which could be offset against admin but income classified as "taxes" was not. The position of levy income in these arrangements was yet to be clarified. The Board noted that this did not constitute a net running costs regime. Vivienne would come back with more detail as it became available.

3 HSC/E Monthly Finance, Staffing and Output Report B/03/021: Paper by Jane Franklin

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

- 3.2 The Board noted the following points:
- Changes in the financial position
 - Admin costs under spends may be recycled back into 2004/05
 - Overspends on Programme and under recovery of income appear unlikely
- 3.3 EYF that had been drawn down had been based on an underestimate of end year income and it was now too late to convert the resources to programmed money.
- 3.4 It was noted that DWP was seeking to act as an exemplar under the Access to Work scheme. They had, however, failed to inform HSE of changes in the payment arrangements and RPD would pursue the matter with DWP

ACTION Discussions on this issue to take place with DWP

4 Merseyside HQ Project

- 4.1 Steve Dennis was accompanied by James Pickard, from Kajima, who was the architect for this project.
- 4.2 The leases on four out of six sites in Bootle expires within the next two years. All of the proposed options had roughly the same cost so a new build was chosen to house all Bootle-based staff. The plans had high specification standards for design and construction, and the intention was to run the project on an exemplar basis, working closely with Kevin Myers and his Construction Division.
- 4.3 The contracts would be finalised by Easter and signed on 31 July. Work would commence on site at the end of August and occupation by April 2005 was hoped for.
- 4.4 James Pickard talked through the project, showing visualisations of how the buildings will look on completion.
- 4.5 The Board noted the following:
- A key feature of the project is the good light and ventilation throughout the building – there would be 50% less energy consumption than that of normal air conditioning systems
 - The building design was open plan and will be flexible if there are any organisational changes
 - Access control will be at the perimeter of the building and in sensitive areas
 - Most people see this project as helping to reinvigorate the area of Bootle

- CAIB were concerned about the car park that will be built on site but this has now been dealt with. A compromise has been made whereby the materials used to build will be pre-fabricated so can be taken away if not used in the future.

4.6 The Board noted progress and emphasised the need for positive communications on development.

5 Implementation of the HSC/E S&I Strategy

5.1 Paul Davies explained changes since the paper in October 2001. Responsibility for large research technical projects had shifted to full time project officers to achieve economies of scale. This had reduced research management costs by 20% (£0.5 million).

5.2 However, the change had not been fully implemented. There were only 8.3 project officers in place out of the 13 originally planned with some projects still managed by technical customers. The Board noted that different arrangements existed for different purposes with, for example, FOD managing Block 3, although budgets had been top sliced to fund the change.

ACTION Paul Davies to discuss with each Block Manager to identify any problems with strategy and/or resourcing to identify resource shortfalls and make recommendations.

6 Change Programme Update

6.1 Peter Graham introduced this item and each member of the Board talked about the progress in their Directorate so to improve Board member awareness of what is happening overall on the Change Programme:

Timothy Walker The relationship between HSE and HSC has changed considerably within the last 3 years. HSC were getting a better understanding of what HSE does and Commissioners were becoming more involved in aspects of work

Justin McCracken There will be a Board paper next month on changes to the Sectors

Alan Osborne RI had commissioned stakeholder research which was used to inform a lot of the changes they are developing, i.e. they are setting up a Change Programme Board to become more externally focused

Kate Timms There would be strategic capability and intelligence work through SID. A paper on Communications would go to the Board in April

Vivienne Dews The Corporate Support Review papers would come to the Board in April. There were issues in the papers which could give the opportunity to make significant changes

Adrian Ellis	The FOD Programme emerged some months later than the remainder of the programme. The aim is to get more inspector and administrative time into the front line mainly by a trimming or eliminating certain administrative procedures.
Laurence Williams	There had been good progress in career development and a paper would be delivered to the Board in July. Mapping exercise is completed and is now in the consultation process, which should be completed by 11 April. Visits have been arranged to other government departments to see how they manage career development
Sandra Caldwell	Summarised developments in the policy block, including the intention to work with Nick Starling as co-directors. Further work was in prospect on joint working and closing down non-priority areas of work.
Chris Willby	An Express article would be a useful means of explaining policy changes. There was some concern about the resources available for Science & Technology. While maintaining outputs, also need to free up space to move into human factors areas
Paul Davies	COSCAS was now up and running. Staff were on their way to having a shared sense of purpose and belonging. S&T – corporate topic groups have been set up and a study of what HSE needs from HSL had been started.
Robert Humm	Need to improve ways of working with other parts of HSE. Lawyers to be more proactive rather than reactive in the future. Need to improve the prosecution service in HSE - The London Pilot will be analysed.

ACTION **Adrian Ellis, Nick Starling/Sandra Caldwell, Paul Davies to issue notes to staff to update them on progress.**

ACTION **Stories to be extracted from staff, which could be used for articles in Express. Contributions to Peter Graham by 10 April**

Extra item **SCS Awayday information**

Tony Bandle joined the meeting to update Board members on the arrangements for the SCS Awayday. RADICAL did research with a cross section of SCS members. Staff are now more aware that there is a need for change but need to know how it is being implemented. The SCS Awayday is a good opportunity to convey how the Change Programme is progressing. An external facilitator, Tim Lefroy, will be used to help during the Awayday.