

## Health and Safety Executive Board Minutes

<b>Meeting Date:</b>	19 November 2003	<b>Open Gov. Status:</b>	Fully Open
<b>Type of Paper:</b>	Minutes	<b>Paper File Ref:</b>	
<b>Exemptions:</b>	None		

### HEALTH AND SAFETY EXECUTIVE

#### HSE Board

**Minutes of a Finance and Performance meeting of the HSE Board held on Wednesday 19 November 2003 at 12:00 hours in the Fortune Room, Rose Court.**

#### Present

Sandra Caldwell  
Vivienne Dews  
Adrian Ellis  
Robert Humm  
Justin McCracken  
Nick Starling  
Kate Timms  
Timothy Walker  
Chris Willby

#### Also attending

Stuart Clark  
Tony Mulhall  
Shahmeen Sheikh  
Jane Willis

Apologies: Allan Sefton, Laurence Williams

- 1 Draft minutes of the HSE Board meeting held on Wednesday 16 July (B/03/M017); and matters arising**
  - 1.1 The minutes of the previous Board meeting were agreed.
- 2 Balanced Scorecard (B/03/072). Presented by Tony Mulhall, Jane Willis & Stuart Clark**
  - 2.1 The following points were made during the discussion:
    - i This is felt to have been a useful process by all Board members
    - ii Success hinges on having appropriate indicators
    - iii The DWP process is such that a second amber indicator becomes a red indicator.
    - iv It was felt it was not necessary to adopt this automatic procedure in relation to our own balanced score card if it is known what the issue is and there is simply a time lag before the matter is corrected and shows as green.
    - v The Board felt that certain indicators, namely health & safety and PSA7 should be amended to amber

- vi It was noted that under the heading of 'Delivering Planned Work', the percentage of safety cases processed to time were flagged red for RI and NSD
- vii It was agreed that the appropriate Board member should be informed before any significant changes are made to indicators
- viii It is important that December forecasts are robust. There will be a meeting in December with the main budget holders
- ix It was felt the paper could be marked as open once the requested amendments had taken place

**ACTION** Justin McCracken to follow up RI & NSD red indicators

**ACTION** Jane Willis to ensure meetings are held in December with the main budget holders

### **3 Spending Review. Presented by Tony Mulhall. (B/03/073)**

3.1 This paper was introduced by Vivienne Dews.

3.2 The following points were made in discussion:

- i HSE is bidding to achieve outcomes rather than inputs
- ii It was agreed that major hazards would be included as being important, but will state that through efficiency and charging will deliver within existing resources
- iii The position on charging needs to be clarified and aligned with that of the Commission, particularly if there is a move for HSE to extend the areas which incur charges. Charging also raises issues with Treasury
- iv The status of existing lagging indicators was discussed. The hierarchy is that revitalizing targets and. The PSA targets are the 'contract' with Treasury

**ACTION** Nick Starling, Justin McCracken and Vivienne Dews to develop suitable text for major hazards and charging

**ACTION** Jane Willis to return to the Board with 'think piece' on the charging regime

### **4 SCS Midyear Reviews**

**ACTION** Timothy Walker to check what has been communicated on SCS pay and to draft a paper on the behaviours which would be expected

**ACTION** All Board members to discuss the paper from Timothy Walker with their SCS staff

**ACTION** All Board Members to encourage SCS staff to take up the offer of coaching

**ACTION** Vivienne Dews to organise review of what benefit HSE has got out of the SCS leadership training