

## Health and Safety Executive Board Minutes

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|-----------------------|-------------|--------------------------|------------|
| <b>Meeting Date:</b>  | 21 May 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 meeting of the HSE Board held on Wednesday 21 May 2003 at 13:00 hours in the Fortune Room, Rose Court.**

#### Present

Sandra Caldwell  
Paul Davies  
Vivienne Dews  
Sian Lewis  
Nick Starling  
Kate Timms  
Timothy Walker  
Chris Willby  
Laurence Williams

#### Also attending

Jane Willis  
Shahmeen Sheikh

Apologies: Adrian Ellis, Peter Graham, Robert Humm, Justin McCracken, Alan Osborne

#### **1 Draft minutes of the HSE Board meeting held on Wednesday 19 March (B/03/M05); and matters arising**

1.1 The minutes of the previous Board meeting were agreed.

#### **2 HSC/E Monthly Finance, Staffing and Output Report B/03/021: Paper by Dave Thomas.**

2.1 This paper was introduced by Vivienne Dews.

2.2 The following points were made in discussion

- i Admin spend continued to reduce up to the year-end. This was in line with the aim to build admin EYF for future years.
- ii Some £2 million admin EYF had been drawn down unnecessarily due to inaccurate forecasting. Improved forecasting is required for 2003/04.
- iii It was agreed in principle that it should be possible to give departments their own budgets to manage.
- iv On staffing, it is demoralising for people to be on the priority lists, it is also costly for HSE. It is important that people on the list continue to be

matched to vacancies as they arise.

- v Where D/Ds are forecasting underspends, the money should be returned to the centre on the clear understanding that they can apply to PEFD for additional resources if the situation and requirement change.
- 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 It is important to continue with a cautious approach in preparation for 2005/6 as a number of significant factors come into play at the start of that year, including the loss of Cullen rail funding, Rose Court & Bootle HQ accommodation costs etc.

**ACTION** Vivienne Dews will organise a finance seminar to brief budget holders and FMs on key issues.

**ACTION** Vivienne Dews to confirm whether it would be possible to give departments their own budgets to manage.

**ACTION** Vivienne Dews to discuss matching of people and skills to posts with Heather Bolton.

## 2.2

The Board noted the following:

- i the current 2002/03 outturn compared to the Estimate and the amounts likely to be available to be carried forward as underspend via End Year Flexibility
- ii the comparison of profiled budgets for 2003/04 to the settlement and the level of risk.