

Health and Safety Executive Board Minutes

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| Meeting Date: | 29 January 2003 | Open Gov. Status: | Fully open |
| Type of Paper: | Above the line | Paper File Ref: | |
| Exemptions: | None | | |

HEALTH AND SAFETY EXECUTIVE

HSE Board

Minutes of a finance meeting of the HSE Board held on Wednesday 29 January 2003 at 11:00 hours in the Rose Room, Rose Court.

Present

Sandra Caldwell
Paul Davies
Vivienne Dews
Adrian Ellis
Peter Graham
Sian Lewis
Justin McCracken
Alan Osborne
Nick Starling
Kate Timms
Timothy Walker
Laurence Williams

Also attending

Steve Dennis
Richard Lewis
Pat Williams
Jane Willis

Apologies: Robert Humm

Shahmeen Sheikh – Secretariat

1 Draft minutes of the HSE Board meeting held on Wednesday 27 November (B/02/M14)

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

2 HSC/E Monthly Finance, Staffing and Output Report B/03/013: Paper by Jane Franklin

2.1 As requested, the Board noted the following:

- changes on the financial position
- the position regarding the draw down of Admin EYF
- D/Ds should continue to bear down on Admin Costs expenditure
- the importance of ensuring that D/Ds deliver their current forecast for programme expenditure and income.

**3 2003/04 Budget Allocations: Paper by Vivienne Dews
2003/04 Allocations: Paper by Pat Williams**

3.1 Vivienne Dews introduced the paper requesting that the Board consider giving their support to the general principles outlined in the paper rather than the detail and also that the figures given in the tables be taken as being indicative rather than absolute.

3.2 Timothy Walker then made the following points by way of introduction:

- a the case for additional funds for work related to Cullen was still being pursued. Due to the uncertainty current spending plans exclude the possibility of extra funds being forthcoming
- b although the possibility of moving to a net running cost regime has been raised with the Treasury, discussion was at an early stage. It was important that all the implications were fully understood before any change was proposed
- c there is a level of risk associated with over allocation. EYF will cushion things to some extent but it may be that EYF should be conserved to provide for future years when the pressure on resources is greater.

3.3 The following points were made in discussion:

- a although funding has not been cut, there are additional pressures
- b staff numbers will need to be managed
- c spend on IT should be viewed as an investment to aid efficient work in leaner years to come
- d Important to ensure that the income targets are robust
- e programme pressure not as acute.

Agreed Allocations should be made on the basis of what is affordable and agreed risks should be managed by the appropriate budget holder(s)

Agreed Main budget holders should aim in the first instance to contain in-year pressures within their budget groups

Agreed The Board agreed to go ahead with over allocation this year whilst recognising the risk associated with this

Agreed The Board agreed to add up to £2 million to IS/IT expenditure

Agreed Allocations should provide £2 million additional funding for communications, the Change Programme and new posts for corporate activity in CoSAS, SID and PSA delivery.

Action VD/PEFD to check robustness of income targets

4 Strategic Vision for IS/IT investment in IT enabled Business change: Paper by Vivienne Dews

4.1 Vivienne Dews introduced the paper.

4.2 The following points were made in discussion:

- a this paper is looking at the wider context of IT use
- b ensuring that the customer is an inherent
- c part of the process rather than IT projects in isolation
- d on priorities integrated with business objectives
- e Refit charging arrangements
- f identification of the information does HSE actually requires and what IT would be required to support this work
- g methods of communicating the IS/IT strategy.

Action VD to produce a brief strategy paper

Action KT & PD to discuss further with Stats Branch involvement

Agreed The Board agreed to endorse the 'direction of travel' outlined in the paper and allocated £2 million.

5 Teleconferencing: strategy and proposals: Paper by Richard Lewis

5.1 The paper was introduced by Vivienne Dews.

5.2 The following points were made in discussion:

- a good availability of T/c facilities should reduce T&S costs
- b versatility was required from the equipment, enabling it to be used though out buildings rather than in specific rooms
- c audio and video facilities would be desirable.

Agreed The Board agreed to the proposals and asks BEU to take this work forward

5.3 Communications discussions:

- a generally felt that communicating the current and future financial position of the organisation in an honest and open manner was important
- b it was felt important that the unions should be kept informed.

Action VD to inform TU

Action VD To prepare a briefing note for D/Ds to discuss with their staff

Action JMcC and KT to discuss allocations with PEFD support.

Director General's Private Office

January 2003

Top tips to bear down on IT costs – what users can do to help

- Return PCs that are not being used

There are 5 PCs for every 4 members of staff. Reducing the numbers of PCs helps bear down on maintenance, technology refresh etc. costs

- Ensure logon accounts are closed for staff leaving HSE

We're charged by the month per user, and rather than logon on as an ex-user - which is a breach of security – we can do other things to provide you with access to their e-mail collection

- Set-up delegations on Notes Mail to allow others access to your e-mail

This avoids the need to log-on to someone's account

- When setting up new users, check whether existing kit in your directorate can be used instead of new kit

This reduces pressure on REFIT's technology refresh budget, redeploying what is already available

- Time the starting date of temporary staff to the beginning of the month – and their finishing date to the end of the month

Hard to do, but it helps reduce the number of individual logons in the month

- Consider the full costs of office moves, especially those following reorganisation

Can we justify the REFIT costs, Acumen/Caxton costs, staff disruption, further DSE assessments? Some PCs are moving 4 times a year.

- Arrange for specialist software and non-standard software to be removed from individual PCs when no longer needed.

This will help pool limited licences, and minimise work to be done whenever we change or upgrade the operating systems

- From April, return low-used pooled kit, and use the loan service instead

This makes better use of a smaller number of items

- Reduce the number of slave printers and move to networked printers and photocopiers

The hard copy strategy will lead to a project later this year, which will reduce the numbers of slave printers, reduce support costs, and reduce demands for office space

- Where there is a choice between using a service on the internet or on CD-ROM, use the internet wherever possible

This reduces the requirement for impact testing

- Use the golden rules of e-mail

This will help manage down volumes of e-mail which have trebled in the last 2 years