

Health and Safety Executive Board Minutes		HSE/04/M07	
Meeting Date:	5 May 2004	Open Gov. Status:	Fully open
Type of Paper:	Minutes	Paper File Ref:	
Exemptions:	None		

## HEALTH AND SAFETY EXECUTIVE

### HSE Board

Minutes of the HSE Board meeting held on Wednesday 5 May 2004 in Globe Room Rose Court.

#### Present

Timothy Walker  
Justin McCracken  
Kate Timms  
Alex Brett-Holt  
Nick Starling  
Sandra Caldwell  
Chris Willby  
Vivienne Dews  
Laurence Williams  
Colin Douglas  
Allan Sefton  
Jane Willis

#### Also attending

Item 3: John Rowson, Paul Willgoss  
Item 4: Paul Davies, Brian Fullam  
Item 5: Steve Broomhead  
Item 6: Brian Etheridge, David Lashbrooke  
  
Secretariat: Paul Denman  
Helen Lansdown

Apologies:

#### **1 Draft minutes of the HSE Board meeting held on 31 March 2004 (BM/04/M05); and matters arising**

1.1 The minutes of the meeting were agreed.

#### **2 Health and Safety – oral presentation by Justin McCracken**

2.1 10 RIDDOR incidents had occurred last year, which was a reduction of 3 from the previous year. If these reductions continue single figure targets should be met this financial year.

The Board was concerned that the decreasing number of reported incidents may be as a consequence of under reporting. However the increase in near miss reporting was a positive development that suggests that staff are aware of the need to report incidents of all types

2.2 The DSE incident target of a reduction in 10%, from 88 to 80 incidents, has been exceeded with only 50 DSE incidents reported. The target for this year will now be 45.

2.3 The slips and trips target of a 10% reduction to 34 incidents has been achieved and the new target will be a further 10% reduction. Half of RIDDOR incidents are related to slips and trips, this is by far the most common kind of incident and HSE needs to continue to tackle this issue during 2004/05.

**Action Colin Douglas to stress the message concerning the seriousness of slips and trips.**

2.4 Work related road risk was a significant cause of incidents last year with 19 reported incidents. Most of these are related to hire cars, the Board expressed concern that there may be underreporting with those using their own cars not reporting incidents. The key points to remind staff of were:

- i) Fatigue is a serious issue with half of incidents occurring during the evening commuter time. Staff should plan days carefully to avoid fatigue.
- ii) Staff shouldn't drive unless it is the most sensible form of travel. Public transport is a safer form of travel.

Staff need to be reminded to think carefully about planning journeys.

2.5 The point was raised that there is a potential anomaly between the guidance and the policy on tyres and when tyres need to be changed.

**Action Health and Safety Committee to follow up and resolve the potential discrepancy between the policy and guidance relating to tyres.**

2.6 The Board expressed concern that the new system of reporting RIDDOR had led to managers being excluded from receiving reports.

**Action Justin McCracken to follow up and establish that managers receive RIDDOR reports.**

### **3 Pay negotiations, oral presentation by John Rowson and Paul Willgoss**

3.1 John Rowson updated the Board on the pay negotiations. Attention was drawn to the following aspects:

- i) A meeting with trade unions through ACAS was held on the 23rd April. An offer was made (and later confirmed in writing) to lift the increase in the standard pay maximum from 1.5% to 1.7% and to guarantee all staff a minimum cash award of 2% of the maximum of their pay range
- ii) Prospect responded the following Monday saying the offer was not acceptable falling short of what they wished for.
- iii) A PCS branch committee meeting was held on Wednesday 28<sup>th</sup> April. They decided to hold a ballot recommending to members that they reject the offer. The ballot is due to close by the 19<sup>th</sup> May and the result will be known by the 21<sup>st</sup> May.
- iv) On the afternoon of the 4<sup>th</sup> May an official response came from the trade unions stating that the offer made was not good enough although acknowledging that HSE had altered its position.

3.2 The point was made that even once a decision on pay has been reached it will take time to calculate each person's pay and changes to pay cheques will not come through immediately.

**Action A note to be produced to all staff by Intranet and in paper form to ensure that staff understand the offer.**

**Action Timothy Walker to offer a meeting to staff in Rose Court to explain the pay offer and Justin McCracken to offer a meeting to staff in Bootle.**

#### **4 Science & Technology Review, presented by Paul Davies**

The paper raised some issues in relation to S&T and the need to make the best use of the resources available. The paper was based on previous discussion aimed to invoke further discussion on a wider range of options. The paper sought agreement to a number of straightforward changes as well as seeking responses to more radical issues.

4.1 The review had found that there is a reassuring picture provided of the allocation of specialist resources including:

- 70% S&T resources are devoted to the Strategic Programmes, which includes all work done in major hazards directorate.
- 40% of HSL resource goes to investigations. 10-11% of resource goes on 'proactive core'.
- There are essentially two main businesses and two business models:
  - i) Permissioning work through major hazards directorate.
  - ii) Other strategic programmes and incident investigation.

4.2 Drivers for change:

- SR2004 is not yet finalised but it would seem that there will be pressure on resource.
- There is a PFI deal for HSL and the new HSL building. HSE should look to HSL to do more of the work currently done by specialists in HSE.
- There is pressure from PSA targets which are at best plateauing and at worst going down. To hit PSA targets with reduced resources the resources must be used as effectively and efficiently as possible.

There is limited evidence of the impact of S&T. It is difficult to say if it is possible to get better value for money by doing more or less in any area. Difficulty also arises as the strategic programmes are not up and running yet it is difficult to predict the future needs.

4.3 In discussion, the following points were raised:

- i) The Board welcomed the paper.
- ii) The resource needs to be used more flexibly and needs to be treated as a corporate resource and not as a silo resource as it is used at the moment.
- iii) The demand side of the equation is not working as it should and is not yet fully mature. The demand side needs to better articulate what it is that they want.
- iv) There are issues concerning the balance of skills that we have available and how they are used.

4.4 *Para 13 (i)*- should be changed to read 'to 20%' rather than 'up to 20%'.

**Action Para 13 (ii)- Justin McCracken to monitor the 20% reduction in sector standards and guidance use of S&T resources can't be met.**

4.5 *Para 14 (iv) & (v)*- Agreed. SID is already doing work on these areas. The Board considered it to be an ambitious target.

**Action Para 14 (iv) & (v)- Nick Starling to look at timetable and link this to work done on permissioning regimes.**

4.6 *Paras 31, 32 (xii)*- The Board agreed to take the first option of 'Maintain the status quo' and to look to see if any of this work could be better done by HSL.

*Para 32 (xiv)*- The Board agreed this.

*Para 17 (vi)*- The Board agreed to this but felt the point should be kept under review.

*Para 24 (ix)*- The Board felt there needed to be more flexible deployment of topic specialists.

*Para 24 (x)*-

- i) The Board agreed that Sandra Caldwell and Chris Willby should manage some trials and try and work these ideas on OH.
- ii) Point 2: Paul Davies to work out details for proposals.
- iii) Point 4: The Board agreed that the word 'operating' should be removed from this sentence. Paul Davies to assess with HF experts if there are alternative ways of achieving this and come up with some proposals.
- iv) Point 6: Topic pools should be created but it should be made clear that these are only pilots and are accessible to all.

*Para 24 (xi)*- The Board agreed that this should be trialled.

**Action Paul Davies to sent a note to staff explaining that there will be a number of pilots on these proposals but emphasising that these are only pilots.**

## **5 North West Regional Development Agency- Presentation by Steven Broomhead**

5.1 Some of the points raised during the presentation were:

- i) The 9 RDAs were established in 1999 and are responsible for sustainable economic development in the regions.
- ii) The continued increases in funding shows the Government's commitment to regionalism.
- iii) The core purpose of RDAs is to contribute to sustainable development.
- iv) Each RDA produces a Regional Economic Strategy which HSE hasn't been involved in but it should get involved in this.

- 5.2 In discussion, the following points were raised:
- HSE has a large presence in Bootle and as such should become more involved in discussions in the region.
  - Dialogue needs to be established through regional skills partnerships.
  - Sustainable development is a critical issue for HSE to link into and there is a role HSE can play in that area.
  - HSE should begin establishing contact with one or two RDAs at first. The NW would seem to be an ideal choice and the northern regions tend to be more powerful and so the initial focus should be with these regions.
- Action Timothy Walker to write to Steven Broomfield laying out areas where HSE and RDAs may be able to work together and where HSE could have a role.**
- Action Regional Directors to make contact with RDA.**
- 6 Programme Working- Presentation by Brian Etheridge and David Lashbrooke**
- 6.1 Brian Etheridge presented a paper on Developing and Embedding Programme Working (DEPP), the main points being:
- What was top down planning has now become strategic planning.
  - There are now blocks of strategic themes which are; priority programmes, major hazards, securing compliance and mandatory activities.
  - DEPP is not concerned with putting a lid on innovation but rather having innovation that is going in the right direction.
- 6.2 David Lashbrooke presented a paper on ‘The Ministry of Defence Experience’. The main points being:
- Problems included: separate functions; separate organisations; poor planning and feedback; financial short-termism.
  - Main actions taken: provide clarity of purpose; separated strategy from delivery; separated requirements from solutions; information improvements; integrated functions.
  - Lessons learnt: change will be hard but it won’t be quick; there needs to be a personal benefit to change for those involved; change is needed at senior level as well; need to allow for programme freedom to innovate but keeping people active.
  - Benefits gained: focus on capability outcome; improved co-operation; changed behavior; faster, better, cheaper.
  - No matter how much you do there will always be more to do afterwards.

**7 Support for Commissioners.**

The Board agreed to the proposals in the paper.

**9 Any other Business**

No other business raised.

**Next HSE Board meeting 2nd June 2004 at 9.00 in the Fortune Room**