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HEALTH AND SAFETY EXECUTIVE

HSE Board

Minutes of the HSE Board meeting held on Wednesday 2 June 2004 in the Fortune Room, Rose Court.

<p><u>Present</u></p> <p>Timothy Walker Justin McCracken Kate Timms Alex Brett-Holt Nick Starling Sandra Caldwell Chris Willby Laurence Williams Colin Douglas Allan Sefton Jane Willis Vic Coleman</p>	<p><u>Also attending</u></p> <p>Kenny Macdonald Steve Coppel Steve Pointer Gill Dixie Susan Mackenzie Neil Goldsmith Steve Dennis</p> <p>Minutes – Stefan Sanchez</p>
Apologies:	Vivienne Dews
	Demonstration of Staff Directory and Community Websites – Kenny Macdonald
	<p>The arrangements for the updated intranet directory were demonstrated. The system enhances the usefulness of the directory. Data quality is essential for this, to inspire user confidence and ensure the use of the tool.</p> <p>Key features of the new system are:</p> <ul style="list-style-type: none"> - users can update their own profile - improved search functions - link to PARIS personnel system to improve quality of data - offline system to be loaded onto all desktops - language help facility (for staff amending their details) to improve key word searches on competencies, responsibilities etc. <p>It was suggested that a ‘principal contact’ for each team be identified who can help direct enquiries to the correct person although it was recognised this could present difficulties as the various divisions/directorates have different structures.</p>

	Potential developments of the system were outlined, for example putting the board on line (intranet), with audio commentary.
ACTION	The board agreed that they should lead by example, and would speak to their SCS members to decide on what should be put on the system (by mid July, with information to be entered and checked by mid September) Each board member was asked to nominate somebody for a user group to monitor the new system (within a week)
1	Minutes of 5 May Board meeting
1.1	A correction was made to item 2.1 of the previous minutes – the reduction in RIDDOR incidents was not 13, but from 13 to 10 (i.e. 3). Other than this point, the minutes were agreed.
2	Health and Safety – oral presentation by Justin McCracken
2.1	The Board were made aware that RIDDOR's are running at a high rate. Relates to a manual handling incident (lifting 26kg to a high level) and illustrated the point that this (and many other RIDDORs) was down to the behaviour of the individual. It was suggested we look to improve the awareness of staff and responsibility for their own safety.
2.2	It was noted that HSL have a high level of RIDDOR's
ACTION	Justin McCracken to take the 'staff awareness' issue to the Health and Safety Committee for further discussion.
3	Health & Safety Review, presented by Steve Coppel
3.1	Steve Coppel carried out a review of H&S arrangements in HSE following an audit of our systems recommending it. He provided an overview of the review to the board, with high level recommendations of how HSE should improve H&S management arrangements in accordance with HS(G)65.
3.2	The board discussed the definition of 'exemplary performance' – the standard we should be aiming for as an example to our stakeholders. Consensus was that HSE should take a proportionate approach and do 'what is reasonably practicable' – which is what we ask of the businesses we regulate. It was agreed that, although there were examples of good practice in industry, we should utilize them being mindful of the need to consider our 'risk profile'. Taking this and other good practice into account, it was concluded we should largely be creating 'best practice', and positively refer to our own guidance.

3.3	The business case for improved H&S management was discussed – costs will be incurred by improving the system, although it was pointed out that aside from the legal duty to do so, the money spent should result in reduced ill health and injury and therefore be an investment.
ACTION	Justin McCracken to take the recommendations of the review to the Health and Safety Committee for further discussion and implementation.
4	Key stakeholder engagement programme – Steve Pointer
4.1	Steve Pointer provided a short presentation of the approach identifying and prioritising stakeholders, including an initial prioritisation map for comment. The map was intended to inform early development of stakeholder engagement as well as providing a starting point for detailed external research.
4.2	Board members indicated their support for the overall direction and approach and agreed to provide comments on the initial map within one week. It was pointed out the HSE is not a typical NDPB and analysis of how we fit with other parts of government would be particularly important.
ACTION	Board members to send comments to Colin Douglas within a week.
5.	Rail delivery programme (RDP) – Gill Dixie
5.1	Gill Dixie provided an update on the rail delivery programme, which is managing many interlinked projects. Ownership of staff through their influence and good communications was an initial success factor.
5.2	One output is a new approach to creating, improving and delivering topic based strategic plans through an improved management culture.
5.3	The outcome of the rail delivery program will be: <ul style="list-style-type: none"> - fewer managers - a new professional relationship with all on duty holders - radically improved business planning and focus on outcomes
5.4	The Board were asked for broad support of the RDP. The board recognised that support for detailed funding arrangements was not being sought at this stage.
6	Workforce strategy – Susan Mackenzie

6.1	<p>Personnel Department (PD) have developed the workforce strategy to deal with resource implications of HSC's new 'strategy to 2010 and beyond', and outline the part PD can play in helping to deliver the strategy. Key points were:</p> <ul style="list-style-type: none"> - HSC strategy will have implications for the workforce - New approaches (e.g. joint working with LA's) will have resource implications - We can become more efficient (with less and better managers) - We should use temporary contracts more and carefully consider permanent appointments, taking account of future needs, and not just current needs when recruiting - Career management needs to be improved - HSE needs to be more flexible, specifically staff – less resistant to change and movement
6.2	<p>A point was also made about the age of our workforce (age profile is weighted towards the high end of the scale), although the DG did not agree that we have an 'old' workforce, as HSE recruits people at different stages in their careers, and the requirement for various experience results in a generally older candidate.</p>
6.3	<p>Colin Douglas noted that the board paper and presentation did not mention diversity in the plans.</p>
6.4	<p>The term 'new model HSE' was used to describe the intended changes.</p>
ACTION	<p>Susan Mackenzie to approach board members individually to further discuss, and also to start communications with the unions about this.</p>
ACTION	<p>Susan Mackenzie to produce a summary of the full board paper for SCS consumption (board paper is closed), to enable preliminary discussions with board members.</p>
ACTION	<p>The Board agreed to discuss this again in early autumn.</p>
7	<p>COIN – Neil Goldsmith and Steve Dennis</p>
7.1	<p>The recent Gateway 3 review was supportive of HSE's approach to the implementation of COIN, and they made positive observations</p>
7.2	<p>The cost of implementation is the key issue, and Gateway agreed that making the investment now made good sense and was 'spending to save', as the new system would bring benefits as well as removing the cost of maintaining the old systems.</p>
7.3	<p>Costs will be incurred in the following 2 areas:</p> <ul style="list-style-type: none"> - data migration - training

7.4	<p>Data migration is a complex task, and the Board were asked to provide their judgment on a selection of 3 options detailed at Annex 6.</p> <p>They chose to migrate 3 years active data from current systems to the new systems, and archive 7 years data in the 'warehouse'. Concerns were expressed about these timescales, but it was generally felt that data older than 7 years was not of much use in electronic form (hard copy information would still be kept if appropriate).</p>
7.5	<p>Negotiations are underway with a company who specialise in data migration, preferably at a fixed cost up front.</p>
7.6	<p>Costs associated with training, and the scope of training required, are yet to be confirmed.</p>
7.7	<p>The system will provide better quality data for operational and policy staff, and is eagerly awaited.</p>
8.	Any other business
	<p>There was an update on the current pay position.</p>