

## Health and Safety Executive Board Minutes

<b>Meeting Date:</b>	15 September 2004	<b>Open Gov. Status:</b>	Fully open
<b>Type of Paper:</b>	Above the line	<b>Paper File Ref:</b>	
<b>Exemptions:</b>	None		

### HEALTH AND SAFETY EXECUTIVE

#### HSE Board

**Minutes of the HSE Finance Board meeting held on Wednesday 15 September 2004 in the Fortune Room Rose Court.**

#### Present

Timothy Walker  
Justin McCracken  
Jonathan Rees  
Alex Brett-Holt  
Sandra Caldwell  
Paul Davies  
Vivienne Dews  
Nick Starling  
Laurence Williams  
Chris Willby  
Jane Willis

Apologies: Colin Douglas, Allan Sefton

#### Also attending

Item 2: Tony Mulhall; Vic Coleman  
Item 3: Mike Lacaille

Secretariat: Rupert Lown: Minutes:  
Carole Lomax

#### **1 Draft minutes of the HSE Board meeting held on 19 May 2004 (B/04/M08); and matters arising**

1.1 The minutes of the meeting of 19 May 2004 were agreed.

#### **2 Balanced Scorecard (B/04/044) – presented by Tony Mulhall**

2.1 The Board noted that:

No “Red” statuses had been assigned to headline indicators;  
Progress was being made with the offshore major hazards target; and  
The transition of railway safety regulation following DfT’s Rail Review was progressing well and had been noted favourably by the Minister for Work.

## 2.2 Delivering Health and Safety in HSE

The Board:

- o agreed the proposed changes to the sub-indicators to bring the BSC data in line with HSE's Health and Safety Board targets for HSE staff and asked that figures for the revised sub-indicators replace the current Q1 figures. The status would move from "Green" to "Amber";
- o did not agree PEFD's proposed change to the sickness absence sub-indicator, in particular the proposal that the data would be for information only, it would have no traffic light status and that the figures would not impact on the headline indicator. The rationale appeared to run counter to the Government's drive to reduce sickness absence in the public sector. Sickness absence data should continue to be monitored closely at Board level, impact on the status of the headline indicator, and form the fourth sub-indicator. The specifics of how it would feed into the indicator would be discussed following a paper on proposals for the management of sickness absence by Vivienne Dews.
- o asked that the text relating to HSE's notional sickness absence target of 6.2 days per staff year be clarified;
- o asked that the text on PEFD's proposed changes to the Sickness Absence in Annex 3 be amended to reflect the discussion and ongoing work before being placed on the HSE website.

## 2.3 Stakeholder Engagement

The Board agreed the "Amber" status this quarter but made the following points:

- o the "Amber" status and the narrative did not reflect the positive and significant day-to-day work with stakeholders carried out in all HSE Directorates, in particular Operational Directorates. Specific examples cited were work in the major hazards industries and in Scotland;
- o the high-level "corporate" focus to reporting this indicator should be balanced with the "in-house" work described above;
- o all narrative reports in the Balanced Scorecard should guard against being unduly negative and include positive information if this was appropriate.

The Board agreed that:

- o the text on Page 23 of the Balanced Scorecard (Annex 2) should be amended to reflect the work being carried out in other parts of HSE and the positive progress being made; and
- o these points should be raised with the Communications Directorate.

- 2.4 Sequential “Ambers”  
The Board agreed to discuss the system for managing the “Amber” status at the next meeting and noted that the DWP system did not allow two sequential “Ambers”.
- 2.5 The Board noted that Tony Mulhall would shortly be taking up his new post and thanked him for his work for the Board, in particular on performance management.
- 2.6 The Board:
- agreed the status applied to each headline indicator, except that for “Delivering Health and Safety in HSE” which would now change to “Amber”;
  - noted that indicators are still required for Image and Profile, Trust and Reputation and Stakeholder Engagement; and
  - accepted proposals for changes to the indicators, except the one relating to sickness absence.
- Action** “Delivering Health and Safety in HSE”: Strategic Planning Unit (SPU) to replace the Q1 Balanced Scorecard figures with those for the new sub-indicators and change the overall status to “Amber”.
- Action** “Delivering Health and Safety in HSE”: Proposed sickness sub-indicator”: SPU to:
- amend the text on PEFD’s proposed changes to the Sickness Absence in Annex 3 to reflect the Board’s concerns that it should remain closely monitored; and
  - clarify the text relating to HSE’s notional sickness absence target of 6.2 days per staff.
- Action** “Stakeholder Engagement”: SPU to:
- amend the text on Page 23 of the Balanced Scorecard (Annex 2) to reflect the work being carried out in other parts of HSE and the positive progress being made; and
  - bring the points raised in discussion to the attention of the Communications Directorate.
- Action** SPU to advise all indicator owners that narrative reports should not be unduly negative and should include, if appropriate, positive progress.
- Action** In its next Balanced Scorecard report to the Board, SPU to include an action on the Board to discuss how sequential “Ambers” should be handled.
- 3 Corporate Risk Register. (B/04/047) – Presented by Mike Lacaille

3.1 Mike Lacaille presented the revised corporate risk register, which included updates to most risks including substantial changes to risks 7, 8 and 9 – “Poor public image”, “Poor relationship with key stakeholders” and “Poor internal communications” respectively. He added that HSE would shortly be contributing to a Government-wide report to the Prime Minister on the Risk Improvement Programme. Also, two pilot business risk management workshops for HSE staff on Strategic Programmes had been planned for October.

3.2 Risk 1 - Failure to deliver the Strategy: Alex Brett-Holt advised the Board of developments with the judicial challenge to Section 3 of the Health and Safety at Work Act, in particular activities relating to the Attorney General and Counsel. The Board agreed that a paper on the matter should be brought to the Board at an appropriate stage for discussion.

3.3 Other points made in general discussion:

- o the risks related to the ongoing pay dispute were recognised; and it was agreed that the scope of Risk 17: (“Failure to manage the equal pay agenda”) should be extended to cover the dispute.

3.4 The Board confirmed that, subject to the change at paragraph 3.3, the latest revised version:

- o covered the current threats to delivery of HSE’s plans;
- o reflected appropriate ratings for inherent and residual risk; and
- o showed sufficient planned control measures to mitigate risk.

It was agreed that the corporate risk register was a Board document that should not be placed on either the HSE website or the Intranet.

**Action Alex Brett-Holt to draft a paper on Section 3 issues for full discussion by the Board.**

**Action Mike Lacaille to redraft Risk 17 to bring it up to date.**

**Date of next Main Budget Holders meeting: 17<sup>th</sup> November 04**

**Date of next Finance Board meeting: 15<sup>th</sup> December 04**