

Health and Safety Executive Board Minutes		HSE/04/M03	
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HEALTH AND SAFETY EXECUTIVE

HSE Board

Minutes of a Finance and Performance meeting of the HSE Board held on Wednesday 18 February 2004 at 12:00 hours in the Fortune Room, Rose Court.

Present

Timothy Walker
Justin McCracken
Kate Timms
Jennifer Terry
Paul Davies
Sandra Caldwell
Chris Willby
Allan Sefton
Laurence Williams
Jane Willis
Vic Coleman

Also attending

Tony Mulhall
Rupert Lown

Apologies: Nick Starling, Vivienne Dews, Colin Douglas

1 Draft minutes of the HSE Board meeting held on Wednesday 19 November (BM/03/019); and matters arising

1.1 The minutes of the meeting were agreed.

2 Balanced Scorecard (B/04/015). Presented by Vic Coleman and Tony Mulhall

2.1 The following points were made during the discussion:

1. There are currently 5 indicators with criteria that had not been fully developed. PEFD have asked the criteria owners to develop their quality of further

2. The red signal for NSD regarding safety cases was explained to the Board. The Board felt that the issue of level of resource, quantity of reactive work and alteration of work priorities was not fully resolved. As a result, the Board agreed that NSD indicator should remain as Red.

3. The red signal for RI regarding 'complaints followed up' was explained. The board accepted that a number of complaints might have not been closed out or input on to FOCUS; actions have been taken to resolve this issue within RI.

Action Justin McCracken to review definitions relevant to permission regimes, safety cases and improved targets and indicators.

The Board reviewed each of the Public Service Agreements. The following points were made

1. PSA2 The amber signal was correct.

i) The Board was content that due to the short history of the Rail PSA and the industry reporting lag of one quarter, that there was no need to alter current plans.

ii) The increased number of hydrocarbon releases was due to a number of industry factors. These were to be targeted via new HID initiatives in April 04.

2. The Rail indicator was a robust industry model. Whilst six of the eight indicators had increased, the reduction of risk associated with TPWS, then the collective risk had remained static. Rail's operational strategy would alter in order to target the increasing indicators.

3. The Major Hazard indicator was viewed as a trial in the current year and as such needed a complete year of statistics for a valid conclusion to be drawn as to whether alteration of the indicators was required.

4. Health and Safety in HSE: The signal was amber due to an increased sickness absence. It was believed that this was to be expected and therefore it was felt that the validity of the indicator should be reviewed to ensure it took account of seasonal trends. The signal would remain at amber.

ACTION Justin McCracken to review sickness absence trends in HSE and its impact on the Health and Safety indicator.

5. Recruitment. There was a moratorium on Band six recruitment in Policy Group yet there is excess Band 6 staff in Rose Court.

Action V Coleman / P Lunn / M Evans to discuss mechanisms with Personnel as to how excess band six staff can transfer into Policy Group.

6. Leadership is red. The first results of the Staff Survey had been received. The Board agreed that the response to this indicator needed to be in context with the response to the survey. This is to be an integral part of the Senior Civil Service Awayday in March and a response developed.

Action Colin Douglas to develop the Reputation indicator

Action Timothy Walker to review the leadership and change information within the staff survey and action as required.

3 Update on SR2004. Presented by Vic Coleman

3.1 The following points were made during discussion

The Spending Review (SR) 2004 plan had been worked up and forwarded to DWP.

M Richardson (DWP) had provided useful feedback to HSE regarding the bid. Forecast figures offered 3 Financial views:

- i) No more resource will be provided
- ii) Meets all funding requirements to deliver targets
- iii) A bid between (i) and (ii) This was seen as the 'minimum' option to reduce the risk of not meeting targets which would be apparent in option (i).

M Richardson had assured HSE that he would negotiate within DWP based on option (iii) and would aim to negotiate toward a comfort zone, i.e. more funding, than the minimum resource.

DWP efficiency review was aiming to reduce finance costs by 15% by end of 06/07. This will be a reduction of central funds. DWP have requested costed options.

It is probable that D/Ds will be asked for information at short notice.

HSE should continue with the concept of performing as a modern regulator aiming to improve health and safety rather than an enforcer of the law.

4 Any other Business

The proposed agendas for the HSE Board meetings were discussed and agreed. Board meetings were to be kept to priority issues. As such, it was agreed that where relevant, some papers may be dealt with via correspondence, or smaller meetings of relevant Board members.

The Board agreed to hold formal Finance Board on a quarterly basis. (Third Wednesday of the month). The Balanced Scorecard would return to next Finance Board on 19th May 2004.

The Board agreed that 'Budget and Performance' meetings would remain between the Finance Boards on a monthly basis. These would be less formal allowing the board to discuss current topics. These meeting were not to be seen as an overspill of the main HSE Board meeting and were intended to stimulate discussion for example on progressing HSE Values or progress with implementation of the strategy