

Health and Safety Executive Board Minutes		HSE/05/M08	
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HEALTH AND SAFETY EXECUTIVE

HSE Board

Minutes of the HSE Board meeting held on Wednesday 6 July 2005 in the Fortune Room, Rose Court at 9.30am

Present

Timothy Walker
Jonathan Rees
Justin McCracken
Sandra Caldwell
Paul Davies
Jane Willis
Giles Denham
Kevin Myers
Alex Brett-Holt
Allan Sefton
Colin Douglas

Also attending

Vic Coleman

Item 2: Tim Beaumont
Item 3: Max Walker
Item 5: Sarabjit Purewal

Apologies

Vivienne Dews
Mike Weightman

Minutes – Nicola Walters

1 Minutes of HSE Board held on 25 May 2005

1.1 The minutes were agreed and the action log to be updated.

2 Health and Safety – presented by Tim Beaumont

2.1 There were two over 3 day accidents due to slips on stairs and an incident whilst on the civil service sailing course. In addition there has been two matters at Rose Court concerning fire alarms and first aid treatment. The latter is still being investigated. In the meantime Board members were asked to raise these two topics during their safety inspections.

2.2 The Board discussed the circumstances around all of these matters. It was suggested that it would be beneficial to raise the profile of First Aiders within the organisation. Consideration was also given to the amount of responsibility HSE takes for peripheral activities of staff. It was felt that any decision had to be proportionate and take into consideration the directness of involvement. However any principles and / or inclusion of targets should be considered in the future.

2.3 It was noted that sickness absence continues on a downward trend for the tenth consecutive month.

2.4 The Board were asked to consider the open government status of the Board H&S reports and attention was drawn to possible data protection implications.

- 2.5 The overall results of the HSE Stress Management Survey 2005 was reviewed. As part of the discussion the following points were raised:
- Not all the Board members had received the results for their individual Directorates
 - The results highlighted that there were lessons to learn however some concerns were raised that not all the items detailed in the summary report are reflected in the figures and that some of the results give total agreement with an absolute statement
 - It was important not to analyse the results in too much detail but to look at the big picture and identify key points. The key points need to be drawn out and tested again in the staff survey
 - Attention should be given to the correct and appropriate use of language when communicating the survey and results
 - It was vital that the correct level of communications is given at this stage in order to inform on the process rather than the content of the next stages. The focus groups must not be given a prescribed agenda
 - There are issues emerging that need to be considered at a corporate level such as disabilities and ethnic minorities.
- 2.7 It was agreed that the next steps are for each Directorate to produce an action plan (through focus groups) and for a paper or update to be submitted to the Board in October.
- Action A Brett-Holt to consider and advise on the open government status of Board H&S reports.**
- Action J McCracken and T Beaumont to consult with E Gyngell and C Douglas in planning the next stages. Update to be provided to the Board in October.**
- 3 Implementing Hampton and Better Regulation Task Force Regulations – presented by Max Walker – B/05/037**
- 3.1 An update was given on progress in responding to the Hampton and BRTF recommendations and immediate issues arising. The Board thanked all of those who had already contributed to the work of the Hampton Implementation Board.
- ⇒3.2
- 3.8 ⇐
- 4 Resource Management System – presented by Sarabjit Purewal – B/05/038**
- 4.1 The Board received a paper on the Resource Management System (RMS) following recent one to one discussions with individual members.
An outline was provided on the principles of RMS on which detailed design would then be developed and the Board was asked to give

approval to proceed with the phased pilots.

4.2 The Board welcomed the paper and thanked S Purewal for his work. As part of the discussion the following points were raised:

- It is often difficult to get an understanding of how staff are deployed on actual work. The pilots would potentially allow a better understanding
- Following the pilots, full evaluation is required including the different business cases and ways of collecting management information from across the organisation
- As part of the further design, consideration should be given to,
 - The common process maps already in existence
 - Future as well as current business needs
 - Preventing over complicated data collation at the second tier (director level). Rigorous criteria for information collation should be applied.
- Internal communications concerning RMS is very important and staff concerns must be recognised. Essentially RMS will allow a better understanding of our work. Its purpose is not to reduce staff numbers however it may create reallocation. The pilots are a way of checking that the system works and it is of benefit to the organisation. However if RMS is not right then it will not be implemented.

4.3 The Board gave approval to proceed with the pilots.

5 **Board Visits Feedback – presented by Colin Douglas**

5.1 In April 2005 it was agreed that the Board would carry out a programme of visits to staff and feedback would be collated. A summary was given on the number of visits conducted since April and any key issues to emerge.

5.2 In general feedback indicated that the visits were positive and constructive meetings and that Board members were impressed with the level of commitment and enthusiasm shown by staff. Overall the visits appear to have been well received. Key issues raised by staff included the quantity and pace of change within the organisation, internal recruitment, pay, accommodation and management concerns. The Board were asked to consider whether any action was required to address these emerging issues.

5.3 As part of the discussion the following points were raised:

- The amount and pace of change in the organisation felt by staff is an important topic to address. There is a requirement for better explanation and planning of changes. Greater staff engagement will be achieved if people understand how things work in context. Middle management in particular Band 2's are a crucial audience
- The role of enforcement is also a key issue of which needs to be placed in the context of the HSC strategy and Hampton
- Communication on these issues should take into consideration the context and meaning to staff in different roles.

5.4 The Board agreed that the feedback on their visits was useful and in general most issues raised were already in hand. It was agreed to

- continue visits with the appropriate completion of visit reports.
- Action Communications Directorate to continue summary feedback every 3 months to the Board.**
- Action C Douglas to liaise with S Caldwell regarding B2 focus groups.**
- 6 HSC Awayday Follow-up – presented by Jonathan Rees**
- 6.1 A brief summary was given on the actions arising from the discussion on ways of working at the recent HSC residential. In particular attention was drawn to the Commissions suggestion of themed seminars to debate key strategic issues outside normal business meetings and a monthly Chief Executives report. Reference was also made to a draft HSC paper.
- 6.2 The Board was asked to comment on the timing and suitability of possible topics identified for the initial seminars and the proposed high level strategic discussion on business planning.
- 6.3 It was felt that for whichever topic selected, careful planning and preparation was required prior to the events. Some topics needed to be discussed with Board and RDG members and the timing of discussion was important. It was agreed that the strategic discussion should be on strategic resource planning.
- Action RPD/PEFD to consider timetable for discussion on strategic resource planning.**
- 7 Communications – Current position – presented by Colin Douglas**
- 7.1 A brief oral presentation was given regarding recent work carried out by COI on how HSE is positioned and the HSE brand.
- 7.2 It was agreed that the work gave useful and mainly positive results. The work should be made available to staff and translated into practical examples.
- 7.3 Board members were encouraged to utilise the results in their discussions. Any detailed feedback should be given to C Douglas.
- 8 Any Other Business**
- 8.1 The Board agenda for 3rd August was discussed.
- 8.2 Recruitment was recently discussed by the RDG and a much more strategic approach has been agreed. This includes the current large-scale recruitment programme and commitment to B4 and B5 recruitment. Project teams will be required to be set up and functioning by the Autumn.
- ⇒8.3 ⇐
- 8.4 A number of grievances have been logged by individuals concerning pay conditions following the imposition of the 2004 pay award. A grievance procedure separate to that in the HSE handbook is required to be established.

Next HSE Board meeting 3rd August 2005 in Fortune Room, Rose Court, London at 9.30am.