

Health and Safety Executive Board Minutes		HSE/05/M09	
Meeting Date:	3 August 2005	FOI Status:	Partially Open Item 3.2 – 3.4 Exemption FOI Act Section 35 Item 7 Exemption FOI Act Section 30
Type of Paper:	Minutes	Paper File Ref:	
Exemptions:	As above		

## HEALTH AND SAFETY EXECUTIVE

### HSE Board

**Minutes of the HSE Board meeting held on Wednesday 3 August 2005 in the Fortune Room, Rose Court at 9.30am**

#### Present

Timothy Walker  
Jonathan Rees  
Justin McCracken  
Vivienne Dews  
Mike Weightman  
Sandra Caldwell  
Paul Davies  
Jane Willis  
Kevin Myers  
Alex Brett-Holt  
Allan Sefton  
Colin Douglas

#### Also attending

Item 2: Vic Coleman, Susan Mackenzie,  
Paul Willgoss  
Item 3: Steve Dennis, Susan Mackenzie  
Item 7: Stewart Campbell

#### Apologies

Giles Denham

**Minutes** – Nicola Walters

#### **1 Minutes of HSE Board held on 6 July 2005**

1.1 The minutes were agreed.

#### **2 HSE UK Travel and Subsistence Expenses Policy – presented by Vic Coleman, Susan Mackenzie, Paul Willgoss**

2.1 A presentation was given on the current HSE UK travel and subsistence expenses policy and the concerns of operational staff. The Board were asked to consider these concerns and to agree to some principles that could form the basis of any future changes to the expenses policy.

2.2 As part of the discussion the following points were raised,

- Feedback from operational staff indicated that the current policy does not generate a feeling of trust. Some staff felt unfairly treated. Any revised policies should be in line with HSE values
- Staff should be fairly and equitably reimbursed however HSE's business needs also need to be addressed.
- Consideration should be given to geographical issues. There should also be greater involvement by line managers, with an element of management discretion built into the policy rules. Any

rules need to reflect HSE's current, and where known, future business needs

- The survey of staff should be broadened to include staff in Policy and others whose opinions were not originally captured
- It should be recognised that currently not all staff claim for travel and subsistence expenses when entitled to.

- 2.3 The Board agreed,
- In general to the principles proposed, however there should be alignment with HSE values.
  - The underlying purpose of any new or revised policy is to support HSE's business however staff should be fairly and equitably reimbursed for necessary expenses
  - There should be a greater degree of trust in the policy and elements of delegated management
  - Clarity needs to be provided on tax and national insurance liabilities

**Action V Coleman to draft appropriate wording of principles that will form the basis of any future discussion and work on the expenses policy.**

**Action Board members to provide any further detailed expenses issues / concerns to P Willgoss.**

**Action M Weightman to broaden his survey of issues to areas of HSE not covered by his current work.**

### **3 HSE's Geography – presented by Steve Dennis, Susan Mackenzie – B/05/043**

3.1 The Board received a paper on proposals on the way in which the distribution of HSE's functions might evolve.

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### **4 HSE Health and safety annual report for 2004/05 and monthly health and safety report – August 2005 – presented by Justin McCracken – B/05/035**

4.1 The monthly health and safety report was addressed first and attention was brought to two further incidents. A manual handling RIDDOR report and a possible dangerous occurrence at Buxton.

4.2 Sickness absence results continue to decline however in recent months

the reduction has not been so pronounced. Board members were encouraged to ensure they act as an exemplar for management of sickness absence.

4.3 Suggestion was given that a recent project in FOD London concerning 'Moving Goods Safely' could possibly give a further boost in addressing and reducing manual handling incidents.

4.4 The Board then considered the draft health and safety annual report for 2004/05. There was general content with the report however several drafting points and items for future consideration were suggested.

**Action V Dews to check appropriate procedures being carried out by Board members for the management of sickness absence.**

**Action J McCracken to check the aspirational date for achieving the reduced sickness absence target and inform the Board if the current performance trajectory is consistent with this.**

**Action T Beaumont to liaise with C Horsefield regarding the 'Moving Goods Safely' project in London.**

**Action Board members to provide J McCracken with any further drafting comments for the annual report by 10 August 2005.**

**5 Summary of discussion from half-day health and safety training for Board members that took place on 6 July 2005 – presented by Justin McCracken – B/05/042**

5.1 The paper summarised the outcomes of the half-day health and safety training that Board members received in July. Board members were asked to comment on whether it provided a suitable record of the discussion.

5.2 Brief comment was given on the definition of 'exemplar'. It was felt that health and safety should form part of good management for all managers.

5.3 The Board agreed the recommendations and actions within the paper.

**6 London Olympics 2012 – presented by Sandra Caldwell – B/05/041**

6.1 A paper was presented on the initial assessment of the implications for HSC/E of the London Olympics 2012. Further update was also given on ministerial correspondence and DWP's consideration of involvement.

6.2 The Board welcomed the timely presentation of the paper and as part of the discussion the following points were raised,

- There should be early involvement as there are numerous

opportunities for HSC/E. However involvement should be well managed and coordinated

- Whilst there are many potential positive opportunities, reputational risks may also arise directly and indirectly associated with the Olympics
- Public safety issues, guidance and work with Local Authorities all need to be considered
- Quarterly below the line reports would be helpful in providing an update on progress to the Board. A project team should be formed to coordinate activities
- Resources especially for Construction and FOD London will have to be considered.

6.3 The Board also considered the mechanisms for initial involvement including whom if anyone should lead, appointment of a project manager and team and the appropriate contact with external stakeholders.

The Board agreed,

- Brian Etheridge to act as Project Manager
- Terms of reference and membership of the project team to be drawn up, including identification of interests and lead contacts across HSE

An initial outline to be drawn up of key stakeholders and appropriate contact required.

**Action B Etheridge and C Douglas to consider key stakeholders and appropriate contact.**

**Action B Etheridge to circulate a further paper to the Board via correspondence by week beginning 22 August 2005.**

**7 ICL Plastics Investigation – presented by Stewart Campbell**

7.1 An update was given on the ICL Plastics Investigation.

**8 Any Other Business**

8.1 The Board agenda for 7<sup>th</sup> September was discussed.

8.2 Board members were asked to consider topics for discussion at the SCS Awayday in October with their SCS reports. Suggestions for refreshing the format and revising the event name were also welcomed. Initial suggestions included,

- Sharing lessons on taking the Strategy forward
- Enhancing management and leadership
- Preparation for the zero based spending review
- Performance management
- Progress on the Workforce Strategy.

**Action**     **Board members to forward suggestions to N Walters by 26 August. N Walters to collate and circulate prior to next Board meeting.**

8.3            Backs! Campaign stakeholder meeting on 10 August 2005. T Walker to attend. Brief discussion on future work and campaigns.

**Action**     **T Walker to circulate a draft speaking note to Board members.**

8.4            Programme Management Community Launch Event on 19 / 20 October 2005. The event is targeted at those people who have significant programme management responsibilities and Board members should encourage attendance of appropriate personnel.

**Action**     **V Dews to circulate a note on the event.**

8.5            Board members were reminded that legal advice should be sought on Data Protection issues when projects utilise information from other people.

It was the last Board meeting to be chaired by Timothy Walker prior to his retirement at the end of September 2005. The Board expressed their thanks to Timothy for his contribution to the HSE Board meetings.

Next HSE Board meeting 7<sup>th</sup> September 2005 in Fortune Room, Rose Court, London at 9.30am.