

<b>Meeting Date:</b>	7 September 2005	<b>FOI Status:</b>	Fully Open
<b>Type of Paper:</b>	Minutes	<b>Paper File Ref:</b>	
<b>Exemptions:</b>	As above		

## HEALTH AND SAFETY EXECUTIVE

### HSE Board

#### Minutes of the HSE Board meeting held on Wednesday 7 September 2005 in the Fortune Room, Rose Court at 9.30am

##### Present

Justin McCracken  
Jonathan Rees  
Vivienne Dews  
Giles Denham  
Allan Sefton  
Sandra Caldwell  
Jane Willis  
Mike Weightman  
Kevin Myers  
Colin Douglas

##### Also attending

Jennifer Terry  
Item 4: Vic Coleman

##### Apologies

Timothy Walker  
Paul Davies  
Alex Brett-Holt

**Minutes** – Nicola Walters

**Observers** – Sharon Moore  
Peter Buckley

#### **1 Minutes of HSE Board held on 3 August 2005**

- 1.1 The minutes were agreed subject to the amendment of an action under 3.4. The Board sub-group to report back in December 2005.

#### **2 The Operation of the HSE Board – presented by Justin McCracken – B/05/050**

- 2.1 Consideration was given to the effective operation of the HSE Board in the interim period prior to the new Chief Executive commencing post. In particular discussion focused on the actual content of Board agendas and the process / format of the meetings.

- 2.2 Board members welcomed the paper and agreed with the interim proposals for the Board agendas to be arranged around four topic themes and for one item to be more strategic in nature. It was agreed that the strategic topics should focus on marketing as a better regulator for October and reputational / trust issues for November.

As part of the discussion it was also raised that the Finance Board meeting should become part of the main formal Board meeting and careful consideration should be given to the December agenda as this will be G Podger's first formal Board meeting.

2.3 The Board felt it was important to be much clearer on the objectives and outcomes of each discussion and that individual Board members should take responsibility for specific items. All agreed that the Board needed to be more accessible but it was noted that there were some concerns as to the benefits of Board meetings outside London / Bootle. It was however agreed that the November Board meeting would be held outside of London / Bootle. This meeting would require careful planning to ensure appropriate interaction with staff.

2.4 It was agreed that the informal Video Board meetings would continue on the Monday of each week when there is no formal Board meeting. The purpose of the meetings will be to share information on matters that members should be aware of and to raise urgent issues. In particular it was felt that the weekly press briefing should be reviewed. It was noted that the timing of the Monday meetings should be reviewed for next year.

**Action G Denham, M Weightman and C Douglas to consider and plan the location for the November Board meeting.**

### **3 Monthly Health and Safety Report September 2005 – presented by Justin McCracken – B/05/046**

3.1 The Board received the monthly report on health and safety issues in HSE. In particular the Board were updated on two serious assaults on visiting staff in this reporting period. The first incident was an actual physical assault on an inspector and the second incident involved racist abuse of an inspector.

3.2 Board members were extremely concerned over these recent cases and agreed that all cases of physical and/or verbal (especially racial) assault should be taken very seriously with appropriate follow up and support.

3.3 All staff should be actively encouraged to report all incidents of verbal and/or physical assault or abuse. Board members agreed to ensure that where necessary, action is taken (including involving HSE Legal Advisors) so that the Police deal appropriately with assaults on staff.

3.4 The Board discussed and agreed the actions in paragraph 11 of the report. In particular there was different opinion on whether RIDDORS that occur to HSE staff, but not under HSE control are recorded separate to the RIDDORS counted for the targets. It was felt that this would require careful monitoring.

### **4 Resource Management System – presented by Sandra Caldwell and Vic Coleman – B/05/049**

- 4.1 The Board reviewed the timetable for the development of the RMS, following the RDG meeting on 31 August which identified the increasingly urgent corporate need for better management information on how resources are being applied. Agreement was requested for the introduction of the RMS across HSE by April 2006.
- 4.2 The Board were grateful for the paper at short notice. It was noted that paragraph 5 of the paper required amendment to reflect the RDG discussion.
- 4.3 Board members were reminded that work recording had already been discussed at several Board meetings over the last 18 months and that better information on resource management was required. Provision from project management was not successful. There was also the need for better information in the short term for the zero-based spending review.
- 4.4 As part of the discussion the following points were raised,
- Careful consideration should be given to previous Board decisions on the RMS timetable and the implications of changing the Board position
  - The RMS pilots are very important and staff have already completed a huge amount of work. The pilots have the potential to provide staff with an understanding of the value and purpose of RMS and they must be thoroughly evaluated
  - The project plan should consider the impact on staff, introduction of COIN and a future proof system to interrogate data in different ways
  - Consideration also needs to be given to RMS as part of the overall change process and the need to continually improve at obtaining better management information.
- 4.5 It was agreed,
- There should be the aim to implement RMS on 1 April 2006 but a final decision will not be taken until the Board review the outcomes of the pilot work (Jan/Feb 2006)
  - In the meantime the RMS project plan should be reviewed to ensure RMS is in a position to proceed if there is a decision to go ahead
  - A paper on the new project plan including IT considerations should be circulated for approval via correspondence. If required the item can be discussed at the October Board meeting.

**Action**      **PEFD to circulate a revised RMS project plan to Board members within three weeks for agreement.**

- 5**              **SCS October Meeting – presented by Justin McCracken**
- 5.1             Following initial discussion at the August Board meeting and subsequent informal feedback from SCS Colleagues, the Board were

asked to agree the initial arrangements for the October meeting. Discussion also focused on the general principles and purpose of the future events.

- 5.2 Informal feedback had emphasised the need to establish clear objectives for the event to ensure close linkage to the management of HSE's business.

The Board agreed that there should be clarity and the aim of the meeting would be to improve the organisations capability to deliver the Strategy by developing increased ownership of and alignment with priorities and work programmes.

- 5.3 It was agreed that,
- A small sub-group should be established to take forward and plan the October event. Board members were encouraged to suggest members of the SCS for the group
  - The event should be renamed as 'SCS Leadership meeting' to reflect its purpose
  - Pre-reading papers should be circulated prior to the event to allow adequate preparation for any discussion. This should also include a summary of the progress made on the workstreams and actions agreed at the last conference
  - There will be two discussion topics at the meeting,
    - A stocktake of position – a review of change activities in HSE to ensure still current, joined up and correctly prioritised
    - The position of HSE – in respect to sensible risk management, health agenda and linkage with DWP
  - There needs to be a concept of sustainability and continuity to these events
  - The Board will take ownership for any actions emerging from the October meeting. This will ensure that they are followed through to completion and that all SCS are kept informed.

**Action J McCracken to circulate a draft communication on the aims and objectives of the October meeting prior to sending to all SCS.**

**Action J McCracken, K Myers, V Dews, G Denham and several SCS members to plan the October meeting.**

## **6 Any Other Business**

- 6.1 The Board agenda for 5<sup>th</sup> October was discussed. It was agreed that the format and content would be reviewed in light of the discussions concerning the operation of the Board and SCS leadership meeting. The first topics for strategic discussion should be,
- Marketing as a better regulator (October)
  - Trust (November).

**Action P Buckley to review the Board agenda for 5<sup>th</sup> October 2005.**

- 6.2 The Board considered discussion topics for the October Exchange brief. It was agreed that the two topics should be,
- Workplace Health Direct and the broader health and welfare agenda
  - Outcomes of the SCS Leadership meeting.

Suggestions for future discussion included,

- Absence management
- International work
- Business changes / improvements.

- 6.3 An update was given on the Hatfield Rail prosecution.

- 6.4 Offences and Penalties Report 2004/05 – B/05/034 - the Board noted the below the line paper.

Next HSE Board meeting 5<sup>th</sup> October 2005 in Fortune Room,  
Rose Court, London at 9.30am.