

Health and Safety Executive Board Minutes		HSE/05/M04/finance	
Meeting Date:	8 April 2005	FOI Status:	Fully open
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Exemptions:	None		

HEALTH AND SAFETY EXECUTIVE

HSE Board

Minutes of the HSE Board meeting held on Friday 8 April 2005 in the Hope Room, Rose Court at 9.00am

Present

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

Also attending

Item 1: Vic Coleman, Avril Adams,
Andy McGrory
Item 2: Bill Tomkins, Jill Cook

Minutes – Nicola Walters

- 1 **HSE Balanced Scorecard for 3rd Quarter 2004/05 – B/05/17 – presented by Avril Adams, Vic Coleman, Andy McGrory.**
- 1.1 The Board discussed the Balanced Scorecard for the 3rd Quarter and the associated annexes. The overall performance for the 3rd Quarter 2004/05 was mixed, with 8 green indicators, 5 amber indicators and 1 red indicator assigned.
- 1.2 In particular discussion centred on the current style and content of the scorecard and whether it allowed the Board to challenge and ask the correct questions.
- 1.3 As part of the discussion each performance indicator were taken in turn and the status agreed:
- 1.4 **Item 1) Delivering Planned Work
Green
Item 2) Delivering Worker Health and Safety Targets
Amber
Item 3) Delivering Major Hazards PSA
Green
Item 4) Delivering Health and Safety in HSE
Red**
There was uncertainty as to whether the planned work was being delivered. It was agreed that it was not sufficient to rely on statistics and therefore some measurement was required on whether the programmes were doing what had been indicated. In

addition, evidence should be collected on whether the programmes were achieving the effect intended and to the agreed schedule. Evidence collection requires review and this is ongoing.

- 1.5 **Item 5) Financial Management and Monitoring**
Green
Item 6) Allocating Resources to Priorities
Amber – changed from green.
The organisation is more resource aware however continuous improvement is required. In particular greater communication is required from finance managers.
- 1.6 **Item 7) Recruitment**
Item 8) Retention of Personnel
Amber – Items 7 and 8 should be merged and different indicators are required. The indicators in annex 3 were a good start however the workforce strategy should also be reflected. There is a major risk as to whether recruitment can occur at the pace required and therefore recruitment should be discussed more quickly than every three months.
- 1.7 **Item 9) Leadership**
Amber – Green is too complacent. Further work is required however the Board has already acknowledged this.
- 1.8 **Item 10) Applying Science & Technology**
Green – In particular in light of revised science strategy. However it will be more difficult to measure how well the strategy is being implemented.
- 1.9 **Item 11) Applying Business Improvements**
Green – However the slippage of COIN may effect the 4th quarter.
- 1.10 **Item 12) Profile**
Green – In terms of the public, the Mori survey indicates a strong standing.
- 1.11 **Item 13) Internal Communications**
Amber – however moving towards red.
Item 14) Stakeholder Engagement
Amber – risk of slippage due to the development of stakeholder engagement. Concern was expressed on how stakeholder action will be captured
- 1.12 The Board also agreed:
- It was a useful discussion however future meetings should now focus on the issues arising rather than the process and style of the scorecard.
 - The future papers should be informed by the discussions of the Board members and highlight red and continued amber status.
 - Publication of the 3rd quarter Scorecard to be in conjunction with 4th quarter.
 - The proposed changes to Indicators require agreement.

Action **PEFD and programme managers to produce measurement**

Action on programme working, milestones and slippages.
Comments on Annex 3 (Proposed changes to Indicators) to be submitted to A Adams by 15 April 2005. V Dews to consider results.

Action PD to produce paper on recruitment for the Board.

Action DG Office to circulate note on the current publication of Board/RDG documents.

2 Corporate Risk Register – Quarterly Review – presented by Bill Tomkins and Jill Cook – B/05/013

2.1 The Board were asked to review the revised Corporate Risk Register and associated annexes.

2.2 The Board welcomed the new, simplified approach to the Risk Register however felt further work was still required.

2.3 Discussion focused on the requirement for specific risks to be detailed and suggestions were put forward including pay, rebalance of skills and failure to respond appropriately to a civil contingency. It was felt that Board members could contribute further in terms of which risks should be kept, omitted or modified.

2.4 There was also discussion on the definition and relationship between the Risk Register and the Balanced Scorecard. Board members felt that the Risk Register should be forward thinking and reflect the current key issues. However, there should be a rational relationship between the two documents.

Action Board members to provide comments on the Risk Register and the criteria for inclusion of items (Annex 2) to PEFD, prior to workshops.

3 Any Other Business

3.1 The Board expressed concern that the 3rd Quarter was only now being considered and reviewed. The SCS awayday and the requirement for all Board members to attend the discussion were given as explanation for the delay.

3.2 Future papers on the Balanced Scorecard and Risk Register would be taken quarterly following main Board meetings.