

Health and Safety Executive Board Minutes		HSE/06/M05	
Meeting Date:	3 May 2006	FOI Status:	Fully Open
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Exemptions:			

**HEALTH AND SAFETY EXECUTIVE**  
**Minutes of the HSE Board meeting held on Wednesday 3 May 2006**  
**in Rose Court, London**

**Present**

Geoffrey Podger  
Justin McCracken  
Alex Brett-Holt  
Sandra Caldwell  
Vivienne Dews  
Giles Denham  
Colin Douglas  
John Ewins  
Eddie Morland  
Kevin Myers  
Mike Weightman  
Jane Willis

**Also attending**

Alison McKenzie-Folan for item 2  
Mike Lacaille for item 5  
Dawn Waterman and Amy Holmes for item 6  
  
Philip White for item 4 onwards

**Apologies**

Jonathan Rees  
Alison Scott

**Minutes**

Peter Buckley

**1 Minutes of the HSE Board held on 5 April and the Action Points**

1.1 The minutes of the last meeting were agreed without amendment.

**2 Health and Safety - Improving health and safety performance management in HSE – Paper B/06/34**

2.1 Justin McCracken introduced the paper noting it covered four distinct issues as follows:

- a) It gives a provisional assessment of HSE's performance against health and safety targets for last year – see Annex 1;
- b) It asks the Board to agree to the proposals in Annex 2 for measuring health and safety performance for this year to 2008\9 or to the *revitalising* end point of 2009\10;
- c) It seeks the Board's agreement to broadening the criteria for counting RIDDOR reportable incidents set out in paragraphs 15 – 17 of the paper; and
- d) It asks the Board to note the new range of sickness absence management information that will be supplied to the Board on a monthly basis – see Annex 4 – and whether the Board want this information supplemented with a short supporting commentary on trends.

- 2.2 The Board noted the provisional assessment of performance for last year and then went on to discuss the remaining three issues.
- 2.2 On the health and safety targets for 2006\2007 and beyond, Alison McKenzie-Folan explained that:
- a) The targets had been developed with the professional help of COSAS;
  - b) The targets were measurable and the techniques for doing so would be similar to those already used to measure progress with the revitalising targets;
  - c) The targets though were more challenging than the revitalising targets;
  - d) And were broader than merely measuring progress against a target based solely on RIDDOR reportable incidents;
  - e) The Board were also being asked if it would be better to align progress with the targets with the revitalising end point of 2009\10.
- 2.3 During a wide ranging discussion the following points were made:
- a) The measurement process for tracking progress against the target should be clear and should be published with the targets themselves;
  - b) The targets would be publicly available and progress against them would be recorded in the annual report;
  - c) Setting and achieving the targets would continue HSE's aspiration to be an exemplar employer whilst maintaining a proportionate response to the health and safety risks posed by HSE's business;
  - d) The targets should run to 2009\10.
- 2.4 Geoffrey Podger summed up the Board discussion as agreement to:
- a) The targets as proposed running up until 2010; and
  - b) Both monthly progress reports and a quarterly balanced scorecard; and
  - c) Being clear from the outset on how progress against the targets would be monitored.

**Action Point 55 The HR Service Centre to take forward the actions agreed and to bring forward monthly progress reports supported by quarterly balanced scorecard reports.**

2.5 The Board then went on to discuss the criteria for counting RIDDOR reportable incidents. The Board did not feel that the proposals properly balanced the need to monitor contractors and their sub-contractors with the accountabilities and responsibilities set out in regulation.

2.6 The Board asked Alison to bring back further proposals which:

- a) Presented alternatives; and
- b) Were clear on the boundaries being drawn; and
- c) Identified the potential difficulties with each alternative.

**Action Alison McKenzie-Folan to bring forward alternative proposals**

**Point 56 on dealing with RIDDOR reportable incidents to a subsequent Board meeting.**

2.7 The Board then went on to discuss proposals for the format for presentations of sickness absence data. The Board agreed the proposals in Annex 4 of the paper and also asked for a short supporting commentary and a breakdown of the overall sickness absence figures by cause.

**Action Point 57 The HR Service Centre to bring forward monthly data on sickness absence management with a supporting commentary and a breakdown of the overall sickness absence figures by cause.**

3. **Agenda item 3 - Future financial position Oral presentation by Chief Executive**

3.1 This item was combined with item 5.

4 **Agenda item 4 – Board and sub-groups - structure and governance - Paper B/06/36**

4.1 Justin McCracken introduced the item by reminding Board members that the paper was produced following the discussions at the away day in March and was designed to promote a further discussion. The paper covered:

- a) A proposed structure for sub-groups of the Board; and
- b) Set out what the Board should do: and
- c) Then dealt with the relationship between the Board and its sub-groups.

4.2 The Board had a wide ranging discussion after which it was agreed that Board members would send comments by Friday 19 May to Peter Buckley on the paper in general and dealing with the following issues:

- a) What other bodies might be regarded as sub-groups of the Board;
- b) The questions which the structure and governance paper should answer.

4.3 The Board would have another discussion on the issue around a paper revised to take the views of Board members into account.

**Action Point 58 Board Members to send comments to Peter Buckley as agreed.**

**Action Point 59 Peter Buckley to produce a revised paper for the Board taking the views of Board members into account.**

5 **Agenda item 5 – PSA targets: Summary performance report for Quarter 4 (2005\2006) - Paper B/06/41**

5.1 Geoffrey Podger had updated the Board on the current position regarding finance at the SCS Leadership Meeting in Manchester last week. There were no further developments to report.

5.2 Vivienne Dews began an introduction to the paper with an explanation of the financial position at the end of year. Due to a lot

of hard work done both by PEFD and in other parts of HSE, last year's spend had come under the spending estimate – although the accounts were still being worked on with the accountants. But the position was much too close for comfort. The Board would discuss finance at its video Board planned for 22 May and the lessons learnt from this year would be an important part of that discussion.

- 5.3 Vivienne then moved onto the summary performance report which had been helpfully amended and augmented by bilateral discussions with individual Board members. The report had now gone to the Commission and subject to their agreement would then be forwarded on to Lord Hunt.
- 5.4 During the subsequent discussion, Geoffrey asked Jane Willis for an update of the take up on Workplace Health Connect.
- 5.5 It was also agreed to point out to Lord Hunt what the changes to the reporting arrangements for this year would be in respect of rail.
- 5.6 The Board noted that HSE was on track to meet major hazards targets, and that the programme to deliver conventional health and safety targets was proceeding largely to plan, with some notable successes. The Board agreed that the overall status remained Amber/Green.

**Action Point 60 Jane Willis to provide an update for Geoffrey on the uptake of Workplace Health Connect by the end of the week.**

**Action Point 61 Mike Lacaille to include a reference to the changes in reporting arrangements for rail in the letter to Lord Hunt.**

**6 Agenda item 6 – Up-date on stakeholder engagement - Paper B/06/40**

- 6.1 Colin Douglas and Dawn Waterman gave a presentation on the current position on stakeholder engagement which:
- a) Reminded the Board of the background to the corporate stakeholder programme;
  - b) Gave the latest data on how HSE is perceived by key corporate stakeholders;
  - c) Reported on perceived improvements in communications;
  - d) Identified the challenges ahead; and
  - e) Identified what was being done to meet those challenges.
- 6.2 It was agreed to circulate a copy of the presentation to Board members and to arrange for it to be put on the intranet.
- 6.3 During the subsequent discussion the following points were made:
- a) As the relationships with corporate stakeholders matured the resource demands often grew especially to deal with “bumpy” periods;
  - b) Prioritisation within the 30 key corporate stakeholders was important as was a clarity about the different corporate messages HSE was trying to put across and what HSE wanted from each different relationship;
  - c) The costings in the paper needed to be balanced with a better understanding of the benefits this work brings to

HSE;

- d) Some of those benefits derived from the savings of having single points of contact with these organisations;
- e) The use of HSE's intranet to record activities with the corporate stakeholders needed to be handled sensitively.

6.4 Geoffrey Podger in summing up thanked Colin and Dawn for the presentation and asked that the work with corporate stakeholders should proceed taking into account the points made during the Board discussion. It was also agreed that the issue of communications and getting HSE's messages across to our different stakeholders would be the subject of a longer discussion at the next Board away day.

**Action Point 62** Colin Douglas to proceed with the planned actions as a part of the corporate stakeholder programme.

**Action Point 63** Peter Buckley to add communications to the agenda for the next Board away day.

## **7** Agenda item 7 – Governance

7.1 Geoffrey Podger gave an oral update on the discussions underway on governance.

## **8. Any other business – (i) Agenda for June Board meeting**

8.1 The Board agreed to start the June Board meeting in Edinburgh at 9 and to lead off with the 2-hour slot on updates on the Fundamental Review. The remainder of the agenda would deal with the previous day's discussions with the Commission and any necessary follow-up to the discussion on 22 May on finance. The aim would be to conclude the discussion by 2 o'clock.

**Action Point 64** Peter Buckley to revise the agenda and circulate it to Board members.

## **Any other business – (ii) Prosecution data available on HSE's internet site**

8.2 The Board discussed the request from the Centre for Corporate Accountability not to remove details of successful prosecutions of companies from the HSE web site after 5 years. The Board agreed to:

- a) Continue to explore what other regulators' practice was on this issue;
- b) Seek Counsel's advice on the range of legal issues surrounding this request;
- c) Be mindful of the implications for court cases where HSE might want to cite previous convictions;
- d) In cases where the Rehabilitation of Offenders Act does not apply, maintain linkages to archive material however long access to the records might be given on HSE's web site;
- e) Return to the issue once the position was clearer taking the above into account.

**Action Point 65** Alex Brett-Holt to progress the issue taking into account the points raised during the Board discussion.

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