

Health and Safety Executive Board Minutes		HSE/06/M10	
Meeting Date:	4 October 2006	Open Gov. Status:	Fully Open
Type of Paper:	Above the line	Paper File Ref:	
Exemptions:	None		

**HEALTH AND SAFETY EXECUTIVE**  
**Minutes of the HSE Board meeting held on Wednesday 4**  
**October in the Shakespeare Room and by video link to**  
**Redgrave Court, Bootle**

**Present**

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

**Also attending**

Victoria Jeffries (Shadowing Jane Willis)  
Steve Dennis (for items 2 and 10)  
Gaynor Coldrick (for item 2)  
Tim Beaumont (Item 4)  
Neil Johnson (Item 5)  
Jane Swift (DTI) (Item 6)  
Bill Gunnyeon – agenda item 7  
Simon Longbottom (Item 7)  
Rachel Russell and John Gould (Item 8)  
Bill Tomkins (Item 10)

**Apologies**

Patrick McDonald

**Minutes**

Peter Buckley

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

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

**2 Finance and staffing – current position - (Paper B/06/83)**

2.1 This part of the minutes is closed.

**3. Agenda item 3 – SCS Leadership Meeting on 13 October**

3.1 Various changes were suggested to the draft agenda for the SCS Leadership Meeting and Peter Buckley was asked to produce a revised version.

**Action Point 97 Peter Buckley to produce and circulate a revised agenda.**

**4 Agenda item 4 – Health and Safety**

**4.1 Agenda item 4 i. – Incident reporting policy in HSE (Paper B/06/70)**

4.1.1 Justin McCracken introduced the paper by noting:

- a. that the analysis of incident data was a powerful tool in driving improvements in health and safety performance; and
- b. that the recommended Option 2 in the paper was best practice recommended by HSE and would send a strong signal to both our staff and to stakeholders.

- 4.1.2 The Board accepted the recommendation in the paper to monitor and report on all incidents relevant to HSE's health and safety system, whilst distinguishing between those which are statutorily reportable and those which are not.
- Action Point 98** **HR to introduce the new procedure retrospectively for the year 2006\7.**
- 4.2 **Agenda item 4 ii. – Significant health and safety risks areas – slips and trips (Paper B/06/84)**
- 4.2.1 Tim Beaumont introduced the paper as follows:
- a. the bulk of slip and trip incidents in HSE take place in the offices and fall into the preventable categories e.g., not dealing with spillages of liquids;
  - b. paragraph 19 listed a mix of behavioural and practical suggestions to reduce the risk of slips and trips occurring.
- 4.2.2 The Board agreed to the paper and its recommendations.
- Action Point 99** **HR to take forward the actions in the paper.**
- 4.2.3 The Board also asked that:
- a. subsequent papers dealing with significant health and safety risks distinguish between recommendations which are already in the health and safety plan and those which are not; and
  - b. the Board Meeting in February would be presented with a clear picture of the accumulative recommendations accepted on health and safety issues in the current financial year.
- Action Point 100** **HR to bring forward health and safety papers taking the above into account.**
- 5 **Agenda item 5 – The major hazards programme (Paper B/06/85)**
- 5.1 Justin McCracken and Neil Johnson gave a presentation to the Board on the Major Hazards programme covering:
- a. the background to the programme;
  - b. the overall approach;
  - c. the resources committed to it;
  - d. the key deliverables;
  - e. the future work;
  - f. and suggesting some issues for the board to consider.
- 5.2 During the subsequent discussion the following points were made:
- a. staff had been comfortable with the light touch approach generally and particularly in discussing and resolving cross-cutting issues;
  - b. work in developing better indicators and targets had read across to the FIT3 programme and it was important that contacts between the two programme teams continued;
  - c. it was equally important for the major hazards programme work with large employers to feed into the LOPP programme and vice versa;
  - d. the communications plan in support of the major hazards

programme was an important aspect of HSE's approach to enabling business to be successful and safe and healthy, but the key messages needed sharpening;

- e. a further debate should be had on the current level of interventions and their type and whether or not they were proportionate to the risk(s) posed;
- f. the board would come back to the issue of charging at its next meeting and what level of activity charging might sustain across the major hazard programme;
- g. work had begun on the benefit realisation of the programme and it would be very helpful if that realisation included an assessment of the costs of setting up the programme, the benefits derived from it and what implications those benefits had for the life span of the programme.

5.3 Geoffrey thanked Justin and Neil for the presentation and asked that the comments be taken into account as the Major Hazards Programme was developed.

**Action Point 101** **Neil Johnson to take the Board discussion into account as the Major Hazards Programme develops.**

## **6 Agenda item 6 – Presentation from Jane Swift from the DTI on the Local Better Regulation Office**

6.1 Jane Swift began by thanking HSE for its support so far on taking forward the Local Better Regulation Office (LBRO) work. Jane then gave a presentation to the Board which covered:

- a. the announcement of what the LBRO would cover;
- b. its role in prioritising, driving best practice and monitoring performance; and
- c. focussing the work of the LBRO.

6.2 During the subsequent discussion the following points were made:

- a. there was a lot of issues in the presentation which chimed with HSE's objectives – such as the maintenance of worker and public protection, setting priorities based on risk, and turning burdens into enablers for business success;
- b. when to disband LBRO would be decided by Ministers;
- c. the task of how to discuss and determine what might be the priorities for EHO and Trading Standards departments would not be easy although there were some encouraging signs that departments were beginning to move on this issue;
- d. the National Hampton Indicator would measure performance in areas such as business satisfaction, how joined up local authorities were and whether inspections were risk based.

6.3 Geoffrey finished the agenda item by thanking Jane for her presentation and for the kind words about HSE staff and their help with this initiative. Geoffrey also thanked Jane and her team for the partnership approach to taking this work forward.

## **7 Agenda item 7 – Delivering PSA1**

### **7.1 Agenda item 7 i. – FIT3 portfolio for 2007\8 (Paper B/06/86)**

7.1.1 This part of the minute is closed.

- 7.2 Agenda item 7 ii. – Market segmentation (Paper B/06/89)**
- 7.2.1 This part of the minute is closed.
- 8 Agenda item 8 - How and where we work (Paper B/06/87)**
- 8.1 This part of the minutes is closed.
- 9 Agenda item 9 – HSE’s Corporate Medical Capability**
- 9.1 Agenda item 9 i. – The maintenance of EMAS (Paper B/06/55)**
- 9.1.1 This part of the minutes is closed.
- 9.2 Agenda item 9 ii. – Recruiting and retaining Occupational Health Physicians in HSE (Paper B/06/91)**
- 9.2.1 This part of the minutes is closed.
- 10 Agenda item 10 – Resource Management System – the outline user specification (Paper B/06/75)**
- 10.1 This part of the minutes is closed.
- 11 Agenda item 11 – Rewarding Innovation – HSE’s staff suggestion scheme (Paper B/06/75)**
- 11.1 Sandra Caldwell introduced the paper which:
- a. detailed how the current “Rewarding innovation” scheme was not working;
  - b. proposed some options for replacing the current scheme; and
  - c. recommended that a new scheme be introduced which would reward HSE staff who had proposed and had implemented creative solutions to help HSE deliver its key business objectives.
- 11.2 The Board agreed the current system should be replaced and during the subsequent discussion the following points were made:
- a. rather than have a yearly scheme the board would prefer continuous assessment of nominations;
  - b. the replacement scheme should fit into the other reward systems for innovation such as High Performance Awards but not be a substitute for these other reward systems;
  - c. it would be important to distinguish between “doing the day job” and rewarding innovation;
  - d. Board Members would encourage their line managers to use the range of recognition tools at HSE disposal.
- 11.3 With the above comments the board agreed to proceed with the new scheme leaving the implementation date to Sandra Caldwell’s discretion.
- Action Point 108 Sandra Caldwell to take forward introduction of the new rewarding innovation scheme.**
- 12 Agenda item 12 – Any Other Business**
- 12a Agenda for November Meeting – B/A06/11**
- 12.1 The agenda for the November Meeting was agreed.
- 12.2 The Board also:
- a. discussed Nominations for honours and the need to reflect the

- full range of people who work for HSE;
- b. received an up-date on the Cadman ECJ ruling which had been published that day and the next steps in this case;
  - c. were informed that a decision on REACH should be made in the week commencing 9 October.