

Health and Safety Executive Board Minutes		HSE/07/M07	
Meeting Date:	4 July 2007	FOI 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 4th July, Hope Room, Rose Court, London

Present

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

Apologies

Justin McCracken and Bill Gunnyeon

Also attending

Steve Dennis, Peter Buckley (all items), Gaynor Coldrick (for items 2 and 3), Rachel Russell, Gordon MacDonald, (item 2), Alison MacKenzie-Folan (for item 3), John Gould (Item 4), Rosalind Roberts, Ian Strudley and Jackie Ferguson (for item 5).

Minutes René McTaggart

- 1 Minutes of the HSE Board held on 6th June and the Action Points**
 - 1.1 The minutes of the last meeting were agreed subject to two minor amendments:
 - Para 3.1 (c) the second sentence should now read "...attributable to the need to fully embed the policies..."
 - Para 9.1 (a) should now read "The Commission were now fully engaged in the development ..."
- 2 Agenda item 2 – How and Where We Work – The way forward (Paper B/07/70 – Closed)**
 - 2.1 This section of the minutes is closed.
- 3 Agenda item 3 Monthly Finance and Staffing update – May out-turn (Paper B/07/71 Closed)**
 - 3.1 This section of the minutes is closed.
- 4 Agenda Item 4 – Making Best Use of Science - Second Progress Report (Paper B/07/72 – partially closed)**
 - 4.1 Patrick McDonald and John Hampton introduced the paper and included the following points:
 - a. MBUS is an ambitious project that flowed from the Fundamental Review of our business conducted last year. It is focused on improving the way we plan, organise and manage our science activity across HSE in support of our business priorities;
 - b. Clear from work so far is that HSE is not making the best use of science as some of the work being carried out is not in line with our business needs - this is further compounded by inefficient control of contracts;
 - c. MBUS looks to address the issues that have a significant impact on how staff will have to behave and work, as well as enabling HSE to deliver its business priorities;
 - d. The four main areas covered by the MBUS project are Governance (to improve accountability), Planning (to help priorities the work undertaken),

Organisation (getting the right people in the right place to challenge) and budget devolution (better resource management by those commissioning work).

- e. The Board were invited to consider the key proposals and to support arrangements for Organising and managing Science and Technology (S&T) staff and Financial management of S&T.

4.2 The Board thanked Patrick and John for their presentation and made the following comments:

- a. The Board noted the progress made in delivering this project to date;
- b. The Board agreed to the establishment of the Chief Scientific Advisors Group (CSAG) to oversee future science and technology projects;
- c. The Board agreed the establishment of the Science and Technology Group (STG) but also agreed to keep the role of the STG under review to ensure that it achieves its aim of changing the behavior of the organisation when commissioning of new work;
- d. The Board noted the need for Eddie Morland to manage non-HSL staff as part of the STG and the need to ensure that any conflicts of interest, for those with regulatory functions, are managed so that the regulatory functions can be delivered;
- e. The Board agreed to recommendations 3biii, 3biv and 3bv without reservation;
- f. The Board acknowledged that key to changing behavior will best be achieved by making project managers more accountable. The Board agreed that devolving the science and technology (S&T) budgets to project managers should encourage better decision making on what S&T is needed;
- g. While agreeing to the need for devolved budgets the Board agreed the need to put in place a system that is flexible enough to allow greater central control (at relatively short notice) should it prove that devolved budgets do not work in practice;
- h. The Board therefore agreed to trial the devolved budgets for S&T projects from April 2008 but that a 'double lock' management system would be put in place to ensure timely and quality work is undertaken, and appropriate training for staff will need to be provided. These arrangements would be continued into the future only if, as was hoped, they were successful.

4.3 The Board concluded the discussion by:

- a. agreeing that Budgets will be devolved as of 2008;
- b. training for staff is crucial;
- c. the Board will need to monitor spend and activity and that the future management of S&T will depend on the success (or otherwise) of the trial period;
- d. The Board also agreed that HSC would be notified of the agreement of the Board.
- e. A communications strategy for staff would be developed which includes the needs of specialist staff.

**Action
Point 66**

Patrick McDonald to provide the Commission with and update on the project including the decisions of the Board

5 Agenda Item 5 – HSE’s public safety role in the regulation of healthcare-acquired infection (paper no B/07/57 - Closed)

5.1 This section of the minutes is closed.

6 Agenda Item 6 – Draft Agenda for the August 07 meeting

6.1 The Board agreed the agenda subject to the following changes:

- a. items 6i and 6ii to be removed and the updates provided in writing rather than an oral update;
- b. The time allocated to item 3ii to be extended in light of the effect on stress levels caused by HWWW developments;
- c. The inclusion of the quarterly Communication update under item 4.