

Health and Safety Executive Board Minutes		HSE/B/07/11	
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**HEALTH AND SAFETY EXECUTIVE**  
**Minutes of the HSE Board meeting held on Wednesday 7**  
**November 2007, Hope Room, Rose Court, London**

**Present**

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

**Also attending**

Peter Buckley (all items), Steve Dennis, Gaynor Coldrick and Alison McKenzie-Folan (for items 2 – 4), Sarabjit Purewal (for item 4), Peter Brown and Lesley Cooper (for item 5), Eleri James (for item 6), Mike Owens (for item 7) Gwyneth Deakins (for item 8) and Elizabeth Hodgkinson (for item 9).

**Minutes** René McTaggart

**1 Minutes of the HSE Board held on 3 October and Action Points**

1.1 The minutes of the previous meeting were agreed as drafted.

**2 Agenda item 2 – Report back from the Commission meeting of on How and Where We Work and a decision on the mobility clause – Oral item**

- 2.1 Geoffrey Podger provided the Board with feedback on the Commission meeting the previous day. The feedback included:
- a. The Commission now meets for an hour in private prior to the start of the meeting proper.
  - b. The Commission were particularly engaged in the discussion on Communications and requested that a 'more radical' communications strategy be developed.
  - c. The Chair of the Commission has indicated that early discussions on how the new merged body will operate would be welcomed.
  - d. The Commission endorsed the Board's proposal to move to a single HQ in Bootle and sought assurances that staff will be given adequate support during the transition arrangements. The Commission clearly stated that their rationale for agreeing the move was based on the whole business case and not just the financial benefits.
- 2.2 Geoffrey asked for the agreement of the Board not to invoke the 'mobility clause' as part of the HWWW programme. The Board endorsed the recommendation and made the following comments:
- a. The Board agreed that at this stage the decision not to invoke the mobility clause should be restricted to the single HQ issue.
  - b. The Board agreed that while it would not use the clause to move people to Bootle that it retained the ability to move posts –ie staff may be asked to move jobs within Rose Court to ensure business

continuity during the transitional period.

- c. The Board confirmed that the decision not to invoke the mobility clause was compatible with completing the move by April 2010.
- d. The Board agreed that to enable the effective phasing of the move that it was important:
  - to quickly identify those that are willing to move now.
  - to provide cover in key posts during the transitional period.
  - maintain a core of experienced staff in London and Bootle until the move is complete.
- e. The Board agreed to make an announcement about their decision on the mobility clause immediately after the Board meeting.

**3            Agenda item 3 –Monthly Finance and Staffing update – August out-turn (Paper B/07/108– Closed)**

3.1           This section of the minutes is closed.

**4            Agenda Item 4 - Performance and risk management report – second quarter (Paper No B/07/110)**

4.1           This section of the minutes is closed.

**5            Agenda Item 5 – Pay principles and Objectives 2008 and beyond, including rewarding high performance (B/07/99 Closed)**

5.1           This section of the minutes is closed.

**6            Agenda Item 6 – Fine Tuning review – update on improving HSE’s sources of intelligence for targeting (Paper B/07/111)**

6.1           Sandra Caldwell and Eleri James introduced the paper and asked the Board to:

- a. Endorse the work being undertaken to better target intelligence gathering
- b. Endorse the draft action plan (annex 2 of the Paper)
- c. Note the progress made with the delivery of the review overall

6.2           The Board thanked Sandra and Eleri for the update and made the following comments in response:

- a. The Board acknowledged the need to differentiate between the action needed by the Fine Tuning report and wider initiatives.
- b. The Board agreed that there must be a level at which it is no longer sensible to try and improve the intelligence gathered any further since there is a risk that intelligence can quickly become out of date.
- c. The Board agreed that there is a need to ensure that the barriers, both legal and policy, for sharing of information between public bodies are fully understood.
- d. The Board welcomed the list of activities provided in the paper but agreed that there is a need to consider the priority and importance to attach to each activity.
- e. The Board were assured that the problems with ‘corporate intelligence’ (para 19 of the paper) were not as a result of COIN but as a result of the currency and quality of the information it contains.
- f. The Board agreed that innovative ways of targeting employers (for example approaching those that use the website or through Companies house to target new businesses) should be explored.

**Action Point 104** Kevin Myers to provide project team with contact details for Company's House so that an agreement can be reached on sending health and safety information on director duties to newly established companies.

**7** **Agenda Item 7 – A progress report on the Easier Access to Services Programme (previously known as Single point of entry) (Paper B/07/112 Closed)**

7.1 This section of the minutes is closed.

**8** **Agenda Item 6 – Outcome of consultation exercise on proposals for revised policies for HSE advice on development control around large-scale petrol storage sites (Paper No B/07/117 – Closed)**

8.1 This section of the minutes is closed.

**9** **Agenda item 9 – HSC\E's International Engagement (Paper B/07/113 – Closed)**

9.1 This section of the minutes is closed.

**10** **Draft Agenda for December meeting (B/07/A12)**

10.1 With the addition of an item on an update on ICL Plastics, the agenda was agreed.

**Below the Line papers.**

The Board cleared the below the line papers and thanked officials for the clarity of the papers.