

**Health and Safety Executive Senior Management Team Paper SMT/08/M03
Minutes**

Meeting Date:	5 th March 2008	FOI Status:	Fully Open
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Exemptions:			

HEALTH AND SAFETY EXECUTIVE

**Minutes of the HSE Board meeting held on Wednesday 5th March 2008,
Hope Room, Rose Court, London and by video conference link to
Redgrave Court, Bootle**

Present

Geoffrey Podger	Justin McCracken	Alex Brett-Holt	Vivienne Carlton
Gaynor Coldrick	Giles Denham	Steve Dennis	Vivienne Dews
Patrick McDonald	Eddie Morland	Kevin Myers	Jane Willis
Mike Weightman			

Apologies

Bill Gunneyon	Sandra Caldwell
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Also attending

Peter Buckley and Anne Robinson (all items), Alison McKenzie-Folan (Item 2), Tim Beaumont (Item 3), Peter Brown, Leslie Cooper and Chris Wynne (Item 4), Gordon MacDonald and Mike Owens (Item 5) Melanie Pennant (Item 6) Elizabeth Hodgkinson (item 7) and John Hampton (item 8).

Minutes René McTaggart

1 Agenda Item 1 - Draft Minutes of the HSE Board held on 6th February 2008 and Action Points

1.1 The minutes were approved subject to a minor amendment to para 9.1 to replace 'SLIC' with 'IALI'

2 Agenda Item 2 – Monthly Finance and Staffing update – January out-turn (Paper B/08/17 Closed)

2.1 This section of the minutes is closed.

3 Corporate Plan for Health and safety in HSE in 2008/2009 (Paper No B/08/18)

3.1 Justin McCracken and Tim Beaumont introduced the paper and made the following comments:

- a. The purpose of the paper was to provide the Board with the opportunity to comment on the plan and consider its appropriateness in light of the proposed Governance changes.
- b. The Board were informed that the Plan had been supported by the Corporate Health and Safety Committee and covered the various areas of concern/interest of the relevant parties.
- c. The Board were specifically asked to note the HSE's performance against its sickness absence target of 7.1 days per person at the end of the year and were asked to consider whether this target remains appropriate.

3.2 The Board thanked Justin and Tim for their introduction and made the following comments in response.

- a. The Board agreed it would be acceptable to set a new, more realistic, sickness absence rate target at the end of year once the actual position in HSE was known. That said, the Board also agreed that any new target will need to be challenging.
- b. The Board also noted that there was pressure on Permanent Secretaries, and therefore HSE, from Sir Gus O'Donnell to make improvements to the sickness absence performance of their organisations.
- c. The Board agreed the need to seek a view from the Commission on how

they wish to be involved in the future. It was also agreed that it should be suggested that a Board lead be appointed.

3.3 Geoffrey Podger concluded the discussion by giving the Board's approval of the plan and noting the recommendation that adequate resources are allocated to its delivery.

4 Agenda Item 4 – Principles and objectives for Pay in 2008 and beyond, including rewarding high performance (Paper B/08/11 - Closed – Personal to Members)

4.1 This section of the minutes is restricted.

5 Agenda Item 5 – EASe - Towards a vision for customer contact for HSE (paper B/08/19 - Closed)

5.1 This section of the minutes is closed.

6 Agenda Item 6 – Legal Risk Register (Paper B/08/20 – Closed)

6.1 This section of the minutes is closed.

7 Agenda Item 7 – Strategic Plan for International Engagement in 2008/09 (Paper B/08/21 – Partially Closed)

7.1 Giles Denham and Elizabeth Hodkinson introduced the paper with the following remarks:

- a. The paper provides an update on the urgent and important work currently being taken forward by HSE and seeks the Board's approval of the high level plan for strategic international engagement in 2008/09.
- b. The Board were informed that once the engagement plan is agreed, a further paper will be provided within 12 months to show progress against the plan.
- c. The Board were also asked for a steer on whether the updating of the "Health and Safety System in Great Britain" publication, which is primarily for overseas visitors to the UK, needs Board clearance.

7.2 The Board thanked Giles and Elizabeth for the paper and made the following comments in response:

- a. The Board welcomed the paper and commended Elizabeth and her team for the level of engagement with Board Members in the preparation of the paper and the strategic plan.
- b. The Board agreed the recommendations and asked Elizabeth to consider how best to engage with the Commission in this work.
- c. The Board agreed the updating of the "Health and Safety System in Great Britain" publication.
- d. The Board asked Elizabeth to consider, and include in the plan, how best to capture information from overseas on 'what works' in relation to evaluation, so that HSE can learn from international experience in this area.
- e. The Board agreed, that to help International Unit gather knowledge of international activity, they would provide better/more frequent feedback.

Action point 18 Elizabeth Hodkinson to consider how best to engage the Commission/Executive Board in this work.

8 Agenda Item 8: Making Best Use of Science (MBUS): Closure Report

8.1 Justin McCracken and John Hampton introduced the paper and made the following comments:

- a. The paper provides an update on the progress with the implementation of the project and seeks the Board's approval to close the project as it had completed the work to integrate good practice methods into how HSE commissions and uses science.
- b. The Board were also asked to note that the benefits of the MBUS project will not be immediately realised though there are clear indications that the benefits will be significant.
- c. The Board were asked to note that a review of the effect of MBUS will be

undertaken in Q1 2009 and the findings will be reported to the Board.

- d. Finally, the Board were also asked to note the outstanding work from the project that will now become part of staffs' personal delivery plans and the measures to ensure that the recommendations of the project are followed.

8.2 The Board thanked Justin and John for their presentation and thanked everyone involved in the project for making it a success. The Board also made the following comments in response:

- a. The Board noted that while the project is complete that challenges still lay ahead to ensure that the lessons learned are truly integrated in to HSE normal working practices.
- b. The Board asked for the Science Plan to be re-circulated to Board members.
- c. The Board welcomed the paper and the report and thanked Patrick McDonald for his offer of continuing to communicate the main lessons learned from this work with HSE staff.

Action point 19 Patrick McDonald to circulate the Science Plan to the Board.

9 **Agenda Item 9: How and Where We Work – Oral update in current position by Geoffrey Podger**

9.1 This item was deferred to a future meeting.

10 **Agenda Item 10: Draft Agenda for the April 08 meeting**

10.1 The Agenda was approved as drafted.

11 **Any Other Business**

11.1 Dame Carole Black Report: Jane Willis informed the Board of the proposal to publish the Dame Carole Black report on 17th March. HSE does not feature heavily in the report though the report does reflect HSE's key messages.

11.2 Geoffrey Podger took this opportunity to congratulate both Justin McCracken and Vivienne Dews on their recent promotions and thanked them for their efforts during their time in HSE. Geoffrey particularly wanted to thank them for their conscientious approach, their good nature and the very high quality of their work