

Senior Management Team Minutes		SMT/M/08/07	
Meeting Date:	1 st October 2008	FOI Status:	Open
Type of Paper:	Minutes	Trim Ref:	2008/564059

Minutes of the SMT meeting held on Wednesday 1st October 2008, Hope Room, Rose Court, London and by video conference link to Redgrave Court, Bootle

Present

Sandra Caldwell	David Ashton	Alex Brett-Holt	Vivienne Carlton
Gaynor Coldrick	Giles Denham	Steve Dennis	Patrick McDonald
Eddie Morland	Kevin Myers	Jane Willis	Kerr Wilson

Apologies

Geoffrey Podger	Bill Gunneyon	Mike Weightman
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Also attending

Peter Buckley, (all items), Dave Thomas (Item 2), David Riley (Item 5).

Minutes René McTaggart

1 Agenda Item 1: Draft Minutes of the HSE Board held on 3rd September and Action Points

1.1 Due to a delay in the production of the September meeting minutes it was agreed that they would be cleared by correspondence. It was also agreed that for future meetings a summary of the main actions will be produced and circulated shortly after each meeting.

2 Agenda Item 2: Monthly Finance and Staffing update – August out-turn (Paper SMT/08/59 Closed)

2.1 This section of the minutes is closed.

3 Agenda item 3: Proposals for new storage facilities at HSL (Paper No SMT/08/61 – partially closed)

3.1 This section of the minutes is closed.

Action Point 49 Eddie Morland to start the process to build the new storage facility at the earliest opportunity.

4 Agenda Item 4: Health and Safety - Stakeholder attitudes and Communications needs - presentation by Tim Burns of Ipsos MORI

4.1 David Riley (HSE Social Science Unit) introduced Tim Burns who presented his findings following research into industry's communications needs and their attitude towards HSE. His presentation included the following points:

- a. The aim of the research was to help HSE understand how health and safety is perceived in the workplace, the information needs of employers and employees, the role of the internet and how HSE is viewed.

- b. The research found that around 90% of people felt safe in their workplace and that their employer took their health and safety responsibilities seriously.
- c. Smaller companies are more likely to disagree that health and safety requirements benefit their company.
- d. Few organisations surveyed were critical of the HSE and its work. That said, smaller organisations only have a limit amount of knowledge about what HSE does – this finding was in line with results which showed that small firms are less likely to use the internet to access available health and safety information.
- e. The research indicates that HSE is seen by most as a regulator rather than a regulator and advisor.
- f. The research also indicates that a 'one size fits all' approach to communications is likely to have limited success.

4.2 The SMT thanked David and Tim for the presentation and made the following remarks:

- a. The SMT agreed that it is important for HSE to understand what industry wants in terms of information and advice. (It was equally important to have a clear understanding of what is advice and what is information).
- b. The SMT agreed the need to explore the scope for contacting new business at an early stage (perhaps via Companies House) to provide them with introductory information so that they have an understanding of how HSE can help them manage their business.
- c. More work needs to be done to ensure that industry understand that HSE's remit covers both health and safety issues – "HSE is not just a safety organisation".
- d. While welcoming the news that very few organisations were critical of HSE the SMT noted that over the last two years business have indicated that HSE 'understands them' less than before. It was agreed that this needs to be addressed.
- e. The SMT agreed that the results of the research resonate well with the logic behind the EASE programme and the new communications plan.

Action Point 50 Peter Buckley/Kevin Myers to ensure that the relevant findings of the research are considered as part of the development of the strategy and delivery/business plans.

5 Agenda Item 5 – Employee Engagement – Staff Attitude Survey 2009 (paper SMT/08/60)

5.1 Gaynor Coldrick introduced the paper which set out proposals for the 2009 survey and asks the SMT to agree to:

- a. HSE joining the Civil Service Staff Survey subject to the addition of HSE specific questions.
- b. HRD developing, in conjunction with Communications Division, the additional questions for the HSE survey.

5.2 The SMT thanked Gaynor for the paper and made the following comments:

- a. The SMT agreed to proposal subject to the right people being involved in the development of the additional questions (for example Peter Brown for stress); diversity issues being covered; and the information gathered being comparable to previous surveys.
- b. More generally the SMT considered that detailed annual reporting

was too frequent. Therefore the SMT agreed that the Government wide approach and a more detailed survey should be undertaken on alternate years.

- c. The SMT also agreed that the analysis and reporting back of the results (and the action taken) needs to be quicker.

Action point 51 **Subject to the comments above Gaynor Coldrick to produce an attitude survey in line with the government wide approach.**

6 **The Legal Risk Register (paper HSE/08/62 – closed)**

6.1 This section of the minutes is closed.

7 **Agenda Item 6: Draft Agenda for the October meeting**

7.1 The draft agenda was overcrowded, SMT therefore asked that the amount of business be reduced. Peter Buckley was to liaise with authors of the papers to explore the scope for either moving the papers below the line or moving them to a later meeting. An amended agenda will be circulated in due course.

Action point 52 **Peter Buckley to produce an amended agenda in conjunction with SMT members**

8 **Any Other Business (Closed)**

8.1 This section of the minutes is closed.

9 **Below the Line Items**

9.1 The below the line papers were cleared without amendment.