

Senior Management Team Minutes			SMT/M/08/04
Meeting Date:	2 July 2008	FOI Status:	Partially closed
Type of Paper:	Draft Minutes	Trim Ref:	2008/262747

**Minutes of the SMT meeting held on Wednesday
2nd July 2008, Hope Room, Rose Court, London and by video
conference link to Redgrave Court, Bootle**

Present

Geoffrey Podger	Sandra Caldwell	David Ashton	Alex Brett-Holt
Vivienne Carlton	Gaynor Coldrick	Giles Denham	Steve Dennis
Kevin Myers	Mike Weightman	Kerr Wilson	

Apologies

Patrick McDonald	Eddie Morland	Jane Willis	Bill Gunneyon
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Also attending

Anne Robinson and Jon Dry (Observer) for all items. Alison McKenzie-Folan and Dave Thomas for items 2 through to 5. John Rowson and Angela Harding for items 2 and 3. Gordon MacDonald, Mike Lacaille and John Gould for item 4. Andrew Cottam for item 6. Jenny Eastabrook for item 7 and 9.

Minutes Peter Buckley

Introduction

The Chair welcomed the SMT to the meeting and particularly welcomed Jon Dry who was observing the meeting.

1 Agenda Item 1: Draft Minutes of the HSE SMT Meeting held on 4th June 2008 and Action Points

1.1 The minutes were approved without amendment.

2 Agenda Item 2: Monthly Finance and Staffing update – May out-turn (Paper SMT/08/28 Closed)

2.1 This part of the minutes is closed.

3 Agenda item 3: Workforce strategy – recruitment issues (Paper No SMT/08/29 – Fully Closed)

3.1 This part of the minutes is closed.

4 Agenda Item 4: Developing an efficiency plan for SR 07 (Paper SMT/08/36 – Fully Open)

4.1 Steve Dennis introduced the paper with the following remarks:

- a. An efficiency plan was required to meet a request from the Secretary of State in his CSR 2007 letter to HSE;
- b. The Secretary of State's letter also referred to output targets and management of finance and productivity;
- c. HSE's outward facing output measures were in gradual decline;
- d. HSE already had some significant projects aimed at cost reductions

including How and Where We Work and the Easier Access to Services Project;

- e. It would be some time before the outputs from the Universal Work Recording System could inform efficiency plan formulation;
- f. If at all possible it would be helpful to get some headline productivity improvements without getting unintended consequences;
- g. The paper proposed a two stage approach to producing an efficiency plan for consideration by the SMT later in the year.

4.2 During the subsequent discussion the following points were made:

- a. HSE's output measures were wider than operational and often include support for government;
- b. There was no enthusiasm within the SMT in trying to produce increased outputs which were of low value;
- c. Nor could efficiency savings from one part of HSE be considered without considering the wider impact on the other parts of the business;
- d. Operational colleagues had a number of pilots already underway aimed at improving efficiency and effectiveness, and it was not immediately obvious what more could be done to improve efficiency.

4.3 The SMT discussions concluded with:

- a. Agreement to the recommendations in the paper and commendation of the approach suggested;
- b. A commitment from individual SMT members to help in the process of putting an efficiency plan together.

Action point 27 PFPD to take forward the recommendations in the paper in accordance with the SMT discussion and to return with an efficiency plan for SMT consideration later in the year.

5 Agenda Item 5 – Electronic travel and subsistence claims – A\C 34 form (paper SMT/08/37 – Fully Open)

5.1 Steve Dennis and Dave Thomas introduced the paper with the following remarks:

- a. The paper required business decisions in three key areas:
 - i. To move to an electronic travel and subsistence claim system;
 - ii. To self-certification of all claims irrespective of grade; and
 - iii. To the proposals for a risk based approach to the level of checking of claims;
- b. The SMT was also asked to decide whether receipts should be retained by the individual (Option A) or collated centrally.

5.2 During the course of the SMT discussion, the following points were made:

- a. The SMT were not all convinced that the case for an electronic system was sufficient to justify moving forward, particularly when the financial savings were not substantial;
- b. Nevertheless there was a recognition that the system proposed was similar to those already introduced in other organisations and its introduction would send a strong message on improving trust;
- c. It was confirmed that all receipts would have to be retained both for

internal auditing purposes and for the purposes of the Inland Revenue;

- d. Introducing the system would not remove the requirement for line managers to discuss the need for travel and the most economical way of doing it;
- e. The HSE trade unions were aware of the proposal;
- f. The HSE Audit Committee might wish to discuss this proposal and if so that should be arranged before authorisation to proceed could be given.

5.3 The SMT discussion was concluded as follows:

- a. Agreement to Option A in the paper subject to sounding out the Chair of the HSE Audit Committee on whether or not the committee wished to discuss this proposal.

Action point 28 PFPD to take forward on the basis of the SMT discussion.

6 Agenda Item 6 – “Team enforcement – a new approach to managing the corporate delivery of enforcement policy and procedures (Paper SMT/08/30 – Fully Open)”

6.1 Sandra Caldwell introduced the paper with the following remarks:

- a. The proposal in the paper is to bring together the HSE functions on enforcement with a view to:
 - i. Producing a more cohesive team;
 - ii. Reducing the interfaces on enforcement across HSE; and
 - iii. Improving decision making.
- b. The recommendations flowed from those teams currently carrying out the work;
- c. There are some potential business risks with this proposal and the paper makes some suggestions on how these might be managed best;
- d. There would also be a possibility to look at reallocating resources once the proposals are implemented;
- e. There was an important issue of looking at compliance with existing enforcement procedures and instructions as a management matter rather than focussing simply on auditing our activities.

6.2 The SMT accepted the paper and its recommendations.

Action point 29 Sandra Caldwell to oversee implementation of the recommendations in the paper.

7 Agenda item 7 – Update on findings from the BRE review of health and safety law for low risk small businesses – oral update

7.1 This part of the minutes is closed.

Agenda Item 8: Draft Agenda for the August meeting

- 8.1 The Agenda was approved subject to the addition of an item on the work underway to develop a strategy for the health and safety system of Great Britain.

9 **Agenda Item 9 – Any other business**

9.1 **Regulatory budgets**

This part of the minutes is closed.

9.2 **BERR Vulnerable Workers Enforcement Forum**

This part of the minute is closed.