

Senior Management Team Minutes		SMT/M/09/09	
Meeting Date:	2nd September 2009	FOI Status:	Open
Type of Paper:	Minutes	Trim Ref:	2009/413576

**Open Minutes of HSE SMT meeting - 2 September 2009,
6.1.026 Redgrave Court, Bootle and by video to Sanctuary Buildings,
London**

Present

Geoffrey Podger	Kevin Myers	Sally Sykes	Kevin Allars
Kerr Wilson	Alex Brett-Holt	Patrick McDonald	Steve Dennis
David Ashton	Jane Willis		
<u>Apologies</u>	Mike Weightman	Eddie Morland	Gaynor Coldrick

Also attending

Elaine Harbour, Karen McDonough and Anne Robinson (all items); Dave Thomas and Rachael Radway (item 2); Phil Scott (item 3); Kate Haire (item 4); Peter Brown (items 4, 6 and 10); Paul Stollard (item 5); Kären Clayton, John Osman and Steve Coldrick (item 6); Rosalind Roberts, Amanda James (item 7); Marcia Davies (items 7 and 8); Tim Galloway and Nick Ratty (item 8); Heather Bolton (item 9); Sandra Caldwell and Julian Delic (item 10).

Minutes Laurence Monaghan

1 Minutes and action notes

1.1 The minutes of the August meeting were agreed with an amendment to section 3.1.b to clarify changes in levels of enforcement activity.

3 Developing our portfolio of senior relationships with large, influential organisations through 'National Account Managers' (SMT/09/87)

3.1 Phil Scott introduced this paper which presented proposals for further developing HSE's high-level strategic relationships with large organisations.

3.2 In discussion of the paper SMT highlighted that while past activities of this type had achieved impact there had been concerns that central oversight had often not fitted well with local ways of working. In practice many of these activities were conducted as routine business and while a central contact point for the work was required, extensive arrangements were to be avoided. It was also emphasised that any proposed programme would need an end-point, although the approach could also be applied where a permanent relationship was required, e.g. with Small Business Trade Association Forum (SBTAF) members.

3.3 SMT agreed the approach put forward in the paper and asked for a follow-up paper, briefer and geared towards a wider audience, that sets out costed proposals with one-off and continuing costs differentiated. The paper should explain the significant amount of activity already going on at different levels within HSE as well as describe the proposed programme of work, its benefits and its anticipated end-point. Stakeholder engagement should be integrated into the proposals and there should be a specific strand for third party bodies. B1/SCS volunteers would be sought to act as senior HSE contacts; these would operate under the title 'strategic co-ordinators'.

4 HSE Review of the current approach to workplace temperatures (SMT/09/88)

4.1 Jane Willis introduced the draft Board paper and asked for SMT's views about how the issues it raised could be best presented to the Board and also what work could be taken forward at this time.

4.2 SMT agreed the paper could go forward to the September Board meeting subject to further development of Step 2 of the proposed programme of work to describe what the priorities are

thought to be. A view on handling of the Kemp report would be sought from Chair who would first be provided with a note which summarised possible options for handling and also reported SMT's view that attempting quick progress on the issues could be counterproductive, and that there was a need to counter political interest. DWP were to be informed that the report was available.

- Action point** Jane Willis to provide a note to the Chair setting out options for handling the Kemp report.
- 6 Putting the health into health and safety – HSE's response to the Strategy's Healthier Workplaces goal**
- 6.1 Kären Clayton introduced the item with a presentation which set out the current thinking of the Health Workplaces Strategy Action Team (HSAT) and proposed a framework for addressing occupational health.
- 6.2 SMT thanked the HSAT for their work which had provided for a better understanding of the issues involved. Further discussions were advised before a paper is prepared for the Board to provide them with a steer on the direction to take towards occupational health. The paper should present an integrated approach for HSE, which incorporates the use of enforcement and builds on what has worked well in the past, e.g. working through others, and should not undersell HSE's improved record on health. Opportunities to influence SMEs through SBTAF or by making use of the family-orientated nature of SMEs were also to be explored. The paper was to make clear what was to be achieved, as well as how, and also set out any gaps in knowledge or data along with the cost to fill them.
- 7 Improving health and safety performance in the health and social care sectors – next steps? (SMT/P09/91)**
- 7.1 Kevin Myers and Amanda James introduced the draft Board paper which had been requested by the Board to follow up on previous discussions about injury and ill-health statistics in these sectors. The paper, which focused only on worker safety, sought the Board's views towards the development of an intervention strategy.
- 7.2 SMT supported the approach set out in the paper and agreed it could go forward to the Board subject to suggested amendments. The proposed draft intervention strategy was to be given greater prominence in the paper along with a more explicit and explained prioritisation of the initiatives it proposed; the paper was also to make the point that it was not possible to do everything although this did not mean more could not be done on some activities. The paper's comparisons between the public and private sector were cautioned against, a more explicit connection between obesity and MSDs was requested, and references to senior level engagement were to be revisited. Geoffrey Podger confirmed he was happy to undertake senior level engagement activities.
- 9 The future of the Better Together workstream (SMT/09/93)**
- 9.1 Heather Bolton presented the paper which reported progress with the Better Together workstream and sought SMT's agreement for the further activities proposed.
- 9.2 SMT noted the progress made, agreed the development of the planned events and activities set out in the paper and also agreed the proposed future governance arrangements for the workstream. The development of local events would be considered following the next round of SMT visits which may be timed to report on the Strategy one year on. It would be at the discretion of visiting SMT members whether to hold both formal and informal sessions during their visits to local offices.
- 11 Draft Agenda for October SMT Meeting (SMT/09/A10)**
- 11.1 The draft agenda for the October meeting was agreed.
- 12 Any other business**
- 12.1 No other business was discussed.