

**Senior Management Team Minutes****SMT/M/09/01**

<b>Meeting Date:</b>	7 <sup>th</sup> January 2009	<b>FOI Status:</b>	Open
<b>Type of Paper:</b>	Minutes	<b>Trim Ref:</b>	2009/23470

**Minutes of the SMT meeting held on Wednesday 7<sup>th</sup> January 2009,  
Redgrave Court Bootle and by video conference link to  
Hope Room, Rose Court, London**

**Present**

Geoffrey Podger	Kevin Myers	Sandra Caldwell	David Ashton
Peter Baker	Alex Brett-Holt	Gaynor Coldrick	Sally Sykes
Giles Denham	Steve Dennis	Patrick McDonald	Eddie Morland
Mike Weightman	Jane Willis	Kerr Wilson	

**Apologies**

Bill Gunneyon

**Also attending**

Dave Thomas (Item 1), Gary Lang & Sue Smith (Item 3) Stephen Williams, Louise Breary & Mike Harrison (Item 4), Sarah Mallagh & Ann Peatfield (Item 5).

**Minutes**

Elaine Harbour

**3 Agenda Item 3: Presentation on "Civil Service West Midlands and wider roll out" (presentation)**

- 3.1 Gary Lang Civil Service West Midlands Programme Manager, Cabinet Office presented a session on the West Midlands pilot aimed at improving the culture, identify and brand of the civil service. Gary's presentation included the following points:
- a. The intention of the programme is to make the civil service a career of choice, developing a regional identify for the civil service, representing the communities we serve, sharing practice and learning and maximising efficiency and effectiveness.
  - b. There are three strands to the programme: Civil service Compact including regional fast track schemes, development schemes for underrepresented groups, apprentices; Common processes including enabling staff opportunity (such as for vacancy filling); and Lifestyle/people including benefits packages, health & well being and civil service reputation.
  - c. There is visible involvement and support from Perm Secs for the Programme and the intention is to roll out projects that have been tested and piloted in the West Midlands. Within each region the GO RD will act as regional SRO and there is a Perm Sec champion for each region.
- 3.2 The SMT thanked Gary for his presentation and made the following comments
- a. The SMT welcomed the work of the Programme and how it will improve the reputation of the civil service
  - b. The advertising of job vacancies internally before going externally would cause delays. There may not be the necessary expertise within the civil service for the types of vacancies HSE is trying to fill.
  - c. Where assessment centres are used there should be a proportionate approach and we should advertise internally and externally simultaneously recognising that internal applicants would be assessed first.

## **6            Agenda Item 7: Draft Agenda for the February meeting**

6.1           Jane Willis will speak with Elaine Harbour about the paper listed on the Biocidal Products Directive.

The SMT requested that Kerr Wilson provide an update at the February meeting on the recent PSD court case.

## **7            Any Other Business**

7.1           Rene McTaggart

Rene is to move to a new post in DECC at the beginning of February. The SMT took the opportunity to formally thank Rene for his work for the SMT which was much appreciated and wished him the very best in his new job.

7.2           UWR

Steve Dennis updated the SMT on progress with implementing UWR. Roll out is proceeding to plan and all current COIN users have been trained with the addition of PFPD and LAU. Analysis of those using UWR shows that the majority of people are recording their work successfully and the team can focus on those experiencing difficulty. Manager training will take longer and the SMT asked them team to ensure that the presentation of this training focused on the manager's own recording as well as monitoring the work of their teams.

7.3           Quinquennial review

Geoffrey Podger updated the SMT on the intentions of the Sponsoring Board in DWP to undertake a review of HSE. This is a normal part of the review process and should not lead to difficulties.

7.4           Wilson Equal Pay case

Gaynor Coldrick updated the SMT on the Wilson case about incremental pay systems being more beneficial to male employees which had recently been heard by the ET and EAT. The EAT have upheld the appeal but remitted the case back to the ET.