

Senior Management Team Minutes		SMT/M/09/11	
Meeting Date:	4th November 2009	FOI Status:	Open
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**Open Minutes of HSE SMT meeting - 4 November 2009,  
Redgrave Court, Bootle and by video to Sanctuary Buildings, London**

**Attending**

Geoffrey Podger (Items 1 – 8)	Kevin Myers	Sally Sykes	Kevin Allars
Kerr Wilson	Alex Brett-Holt	Patrick McDonald	Gaynor Coldrick
David Ashton	Jane Willis	Mike Weightman	Eddie Morland

**Apologies**

Steve Dennis

**Also attending**

Elaine Harbour, Diane Tsavalos, Dave Thomas, Rachael Radway, Pat Rigby, Lyndsey Bennett, Oonagh Newcomen, Anne Robinson (all items); Stuart Reston (items 5, 10 and 11); Katherine Fuller (item 5); Peter Brown (item 6, 7 and 10); Tim Beaumont (item 6); Carol Grainger (item 7); Karen McDonough (item 9); Teresa Quinn (item 11).

**Minutes**

Laurence Monaghan

**1 Minutes and action notes**

1.1 The minutes of the August meeting were agreed with no comments.

**2 Monthly Finance and Staffing update – September outturn (SMT/09/112) - CLOSED**

**3 Performance and Risk Management Report Quarter 2 2009/10 (SMT/09/113) CLOSED**

**4 The Legal Risk Register (SMT/09/114) - CLOSED**

**5 Customising support for SMEs – HSE’s response to the Health and Safety Strategy’s SME Goal (SMT/09/117)**

5.1 Sally Sykes introduced the draft Board paper which proposed a framework of four themes for delivery of the Strategy’s SME goal. The paper was agreed by SMT subject to the following comments:

- a) The prioritisation and affordability of the work being proposed should be made more explicit and further consideration given to how guidance could be presented towards SMEs and others so as to not unnecessarily restrict its audience.
- b) Links to initiatives such as EASE or better regulation issues should be made where relevant to do so, pilots that could be undertaken in the current financial year identified and efforts made to explore the favourability of LACORS and LACOPS towards joint badging.
- c) The SATs were not decision-makers and the paper should be revised to reflect this essential point.

**6 Physical Agents (Electro-Magnetic) Directive (SMT/09/116)**

6.1 SMT agreed that the draft Board paper be put to the November Board meeting below the line and asked that HSE’s efforts be given greater emphasis in the paper. Patrick McDonald and the Department of Health would be formally consulted on the EC’s proposals when they become known at which point a further, above the line, paper would go to the Board.

**7 The Future of L117 – Rider-operated lift trucks: Operator Training – Approved Code of Practice and Guidance (SMT/09/115)**

7.1 SMT agreed that the draft Board paper go forward to the November Board meeting below the line. Requirements to also consider users of telehandlers would be discussed with the agriculture sector.

- 8 Draft Agenda for December SMT Meeting (SMT/09/A12)**
- 8.1 ***This section of the minutes is closed.***  
The draft agenda for the December meeting was agreed with an amendment to amalgamate the items 'Proposal for a Chief Knowledge & Information Officer' and 'Knowledge Management in HSE'.
- 9 Amendments to the Pipeline Safety Regulations and the Health and Safety (Fees) Regulations (SMT/09/118)**
- 9.1 Gordon MacDonald introduced the draft Board paper which sought the Board's approval for a consultation package on proposed amendments to the regulations. A formal testing requirement for emergency plans was not being proposed and neither was it intended to pursue charging arrangements involving other parts of Government.
- 9.2 SMT agreed that the paper and consultation package go forward to the Board. It was also asked that the draft Board paper reference the United Kingdom Onshore Pipeline Operators' Association (UKOPA) and the Chemical and Petrol Emergency Planning Liaison Group (CAP-EPLG), and include the outcome of the discussion at the Seveso Committee for Competent Authorities (CCA).
- 10 'Putting the Health into Health and Safety' – HSE's Response to the Strategy's Healthier Workplaces Goal (SMT/09/119)**
- 10.1 Jane Willis introduced the draft paper which presented a high-level view of prospective occupational health interventions and also recorded thanks to Kären Clayton and the Healthier Workplaces SAT for their work which had informed the paper. Peter Brown explained that the issues that required addressing were not new and the general approach towards them being proposed was one of focusing on the management of health risks coupled with improving leadership and competence. The paper also recognised that more needed to be done in the areas of ill-health data collection and horizon scanning.
- 10.2 SMT cleared the draft Board paper with the following comments:
- a) The paper was intended to ask the Board to agree the broad scope of the agenda for work on occupational health delivery. A second reading was planned in the new year to further develop the priorities and tactics. However planning for next year (particularly in FOD) should not be delayed to await the outcomes of such discussions.
  - b) Between the two Board meetings the Health SAT would need to focus on prioritising the topics and identifying which influencing techniques were most appropriate as well as developing a broad framework for managing occupational health. A workshop would be held to develop a destination statement for occupational health activities to help in this process.
  - c) FOD was seeking to raise inspector competence in health areas through training tools such as the Regulatory Development Needs Assessment (RDNA) tool.
  - d) The paper also presented an opportunity to reconsider the approach towards managing ill-health data and research.
- 11 Update on the work of the Strategy Action Teams (SATs) (SMT/09/120)**
- 11.1 Teresa Quinn introduced the paper which provided an update on the proposals being developed by the SATs to help deliver the goals of the strategy.
- 11.2 SMT welcomed the contribution the SATs were making to help delivery of the Strategy and provided the following comments to guide the further work of the SATS:
- a) SMT recognised that the role and ways of working of the SATs were still developing and that their role had to be kept in proportion, acknowledging that it was for the business itself to take the big issues forward. It was agreed that the role of the SATs was to describe what successful delivery of the Strategy might look like and suggest ways it might be achieved – innovating where appropriate. However in exercising this role, caution was urged that the organisation should not find itself overwhelmed with further visions and statements.
  - b) Wider awareness of the SATs was required to ensure the ideas of those not directly involved in the SATs were captured. Work was also required to share learning between the SATs and to guard against duplication of effort. It was agreed the DCE would take this work forward.
  - c) A framework would be developed to support the work of the SATs and the delivery of the

Strategic themes to stimulate the development of options analysis, cost effectiveness and milestones and measures.

**Action point**

Sally Sykes to review the extent and distribution of vision statements within HSE.

**Action point**

Kevin Myers to develop framework for sharing learning between SATs and developing the transparency of delivery of the strategic themes.

**12**

**Any other business**

12.1

- a) A request was made for the encouragement of staff participation in the focus groups being held to inform the review of HR.
- b) The next SMT visits would be arranged for March 2010 onwards, subject to wider considerations at the time.
- c) The full results of the staff survey were expected in February or March 2010 and would be brought to SMT for discussion.