

Senior Management Team Minutes		SMT/M/09/08	
Meeting Date:	5 <sup>th</sup> August 2009	FOI Status:	Open
Type of Paper:	Minutes	Trim Ref:	2009/413544

**Open Minutes of the SMT meeting held  
on Wednesday 5<sup>th</sup> August 2009,  
in 6.1.026 Redgrave Court, Bootle and by video link to  
Sanctuary Buildings, London**

**Present**

Geoffrey Podger	Kevin Allars	Gaynor Coldrick	Steve Dennis
Gordon MacDonald	Alex Brett-Holt	Mike Weightman	Eddie Morland
Sally Sykes	Jane Willis	Kerr Wilson	Patrick McDonald

**Apologies**

Kevin Myers	David Ashton	Bill Gunnyeon
-------------	--------------	---------------

**Also attending**

Philip White, Anne Robinson, Laurence Monaghan (all items); David Sowerby (items 1-6); Rachael Radway & Sarabjit Purewal (items 1 & 2); Andrew Cottam (item 7); Maria Finch & Steve Hankinson (item 8); Peter Brown (item 9)

**Minutes** Elaine Harbour

**1 Agenda Item 1: Minutes and action notes**

1.1 The minutes from the 29 June meeting were agreed with a minor amendment

**4 Agenda Item 4: Update on construction (Paper SMT/09/80 – open)**

4.1 Philip White introduced the paper and made the following comments:

- a. The construction industry is suffering in the current economic climate.
- b. It is still the largest contributor to worker fatalities but there is a decreasing trend with 208/09 being the lowest on record.
- c. Resources are at the highest ever level boosted by the new fixed term construction Inspectors who are already bringing their experience and knowledge to bear

4.2 SMT agreed the paper for presentation to the Board.

**5 Agenda Item 5 – Discussion on the Secretary of State’s inquiry into fatal accidents in construction – open**

5.1 The SMT discussed the Rita Donaghy report and the following comments were made:

- a. There is a wealth of evidence commissioned in relation to the report: the review of the 20 years worth of research behind fatal accidents, overlaid with HSE’s action (phase 1) and the review of 26 selected fatal accidents (phase2)
- b. The Secretary of State has requested the draft government response be ready for early September involving BIS, DCLG as well as industry and the

TU's.

- c. The SMT concluded that the report is favourable to HSE largely due to the very good work of Inspectors and those involved in the report.

## 6 **Agenda Item 6 – Discussion on ICL - open**

6.1 The SMT discussed the ICL inquiry report the following comments were made:

- a. Work is underway to prepare the 8 week report for the Secretary of State which will include:
  - i) An explanation of the issues of the past and the improvements in management processes that have been made since the time of the faults identified in the report;
  - ii) An explanation of the LPG replacement programme
  - iii) The proposed LPG regime will be the subject of a consultation document the results of which will allow the HSE Board to make their decisions against a measured background.
- b. Neil Hope-Collins and Alex Brett-Holt are taking forward work to ensure that affected staff are fully supported in the aftermath of major incidents whilst the preparations for the investigation, securing evidence etc are underway

## 7 **Agenda item 7 – Managing for Health & Safety Project (SMT/09/72 - open)**

7.1 Patrick McDonald introduced the paper and made the following comments:

- a. The work proposed to refresh and reinvigorate the project on managing health and safety would allow HSE to remain the authoritative player
- b. The proposed option would be to update HSG65 with the aim that the revised publication should be a market leader

7.2 The SMT thanked Patrick for his paper and made the following comments:

- a. The SMT agreed that the work should proceed.
- b. There is a real opportunity to include health as well as safety
- c. The health Strategic Action Team should be included as one of the consultees to the project.

## 8 **Agenda item 8 – Options for the reassessment of HSE's IiP status (SMT/09/72 – open)**

8.1 Maria Finch introduced the paper and made the following comments:

- a. A full assessment of HSE's IiP status is required and the SMT are asked to decide whether to do a rolling review of all Directorates and Divisions (option 1) or have a single overall HSE assessment (option 2)
- b. Option 2 would involve less staff and would be more efficient to implement
- c. The assessor would normally expect to interview between 250 and 430 staff in an organisation of HSE's complexity

8.2 The SMT thanked Maria for her paper and the discussion included the following comments:

- a. The SMT agreed with the recommendations in the paper to proceed with a single HSE wide assessment
- b. The SMT requested sight of the questions before they were finalised and provided to the assessor
- c. ND will be included in this next assessment but thereafter when the move to a statutory corporation is finalised they may seek their own assessment.

## 9 **Agenda item 9 - Peripheral pay offer (paper SMT/09/63 - open)**

- 9.1 Peter Brown introduced the paper and made the following comments
- a. The tax free salary sacrifice bus scheme is part of the Government's commitment to encourage greener forms of travel
  - b. The discount shopping scheme allows employees to access a range of discounts and special offers from a selection of suppliers and high street retailers. Purchases are direct from the retailer and HSE is not involved in any of the transactions.

9.2 The SMT confirmed they were content with the proposals as outlined in the paper

## 10 **Developing arrangements to provide services from HSE to the NSC and vice versa (Paper SMT/09/83 - open)**

- 10.1 Mike Weightman and Steve Dennis introduced the paper and made the following comments:
- a. There are 3 phases to the transition programme for ND to become an NSC. We are currently coming to the end of the middle mobilisation phase with the implementation phase to follow
  - b. For the NSC to operate effectively as a separate (although closely related) organisations it is necessary to formalise the service provision relationship and check the numerous interfaces between HSE and the new NSC are covered by the final agreement
  - c. There are a number of design principles for the agreement and these include keeping bureaucracy to a minimum, accepting new ways of working and focussing on efficiency and effectiveness

- 10.2 The SMT thanked Mike and Steve for their paper and made the following comments:
- a. The SMT were supportive of the principles.
  - b. The SMT agreed that the proposed arrangements would be reviewed after one year in readiness for the NSC to be fully in place

## 11 **Any Other Business**

- 11.1 Shattered lives  
The SMT discussed the below the line paper and agreed that rather than forward the paper to the HSE board we would alert them to publication of the Phase 1 and Phase 2 Evaluation Report which is due shortly.