

Senior Management Team Minutes		SMT/M/09/040	
Meeting Date:	1 st April 2009	FOI Status:	Open
Type of Paper:	Minutes	Trim Ref:	2009/186185

**Open Minutes of the SMT meeting held on Wednesday 1st April 2009,
Redgrave Court Bootle and by video conference to Rose Court London**

Present

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

Apologies

Bill Gunneyon

Also attending

Elaine Harbour, Diane Tsavalos (All items), Matthew Clay (Items 1 – 5), Dave Thomas & Rachael Radway (Item 2 & 2a), Elizabeth Hodgkinson & Keith Wiley (Items 4 & 5), Stuart Bristow & Stephen Taylor (Item 4), Peter Sargent & Dawn Hepworth (Item 7).

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

1.1 The draft minutes from the previous meeting were accepted without comment.

**2 Agenda Item 2: Monthly Finance and Staffing update – February Outturn
(Paper SMT/09/25 Closed)***This section of the minutes is closed***Agenda item 2a: Plans and budgets for 2009/10 and beyond (Paper
SMT/09/36)***This section of the minutes is closed***3 Agenda Item 3 – Corporate H&S plan (and oral update on H&S issues in HSE)
(Paper SMT/09/26)**

3.1 Giles Denham and Matthew Clay introduced the paper which had been requested at the previous SMT as an addition to the monthly below the line H&S statistics paper:

- a) The H&S policy statement had been revised to reflect organisational changes and was now more focused on what HSE would be doing to manage H&S. The TUs favour regular SMT discussions, looking at encouraging behaviours rather than lagging indicators.
- b) The Committee had been working collaboratively to plan the year ahead and had developed the plan along 3 themes: i) leadership and management, ii) risk priorities, and iii) monitoring.

3.2 In discussion the following comments were made:

- a) The previous H&S advisor role will now be undertaken as a part-time B2 role with B4 support and is to be filled as soon as possible.
- b) SMT want to be alerted to substantive H&S issues and the proposal for quarterly reporting meetings in the corporate plan is a sensible one. SMT will wish to discuss the quarterly reports when there is a need to do so.

- c) SMT should restrict themselves to general but meaningful questions about H&S when visiting offices.
- d) Balanced arrangements towards reports of stress or bullying were required. Investigations shouldn't be launched without a solid evidential base and filtering arrangements for reports should be considered. HSE and TUs, in SMT's view, have a mutual interest in addressing abuses of these arrangements and incidents of abuse should be discussed if they arise.
- e) Challenging H&S performance targets should be considered, especially where visiting staff are concerned.

3.3 SMT welcomed the papers and looked forward to the proposed future SMT discussions of H&S. The documents were agreed with minor amendments and the Chair's agreement will also be sought. The 2 previous corporate H&S plans will be wrapped up under 1 committee and the new plan put out for consultation.

Action point 74 The Corporate H&S Committee will circulate a note to site safety coordinators reminding them of their roles and responsibilities.

4 Agenda Item 5 – International Engagement Strategy (Paper SMT/09/28)

This section of the minutes is closed.

5 Agenda item 5 - Worker Involvement (Paper SMT/09/27)

- 5.1 Elizabeth Hodkinson introduced the paper by highlighting the following points:
- a) The paper had come out of consultation with the CE, Chair and Hugh Robertson.
 - b) The intention was to spot training gaps/failures where the market doesn't deliver, e.g. soft skills to enable joint working on issues
 - c) The work needed to balance sufficient HSE involvement to satisfy the Board and sufficient external involvement to deliver.
 - d) The Small Business Trade Association Forum (SBTAF) is regularly consulted on developments.
- 5.2 SMT thanked Elizabeth and Keith for the paper and made the following comments:
- a) The work would test the assumption that increased training delivers outcomes. Piloting was required with pilot managers kept separate from evaluation.
 - b) A different communications approach to that of agriculture was to be taken and messages were to be tested before roll-out
 - c) The scheme is saleable provided HSE doesn't find itself providing what others should be doing. It should enable training for those who wouldn't otherwise be trained and engage diverse groups with less access than others
 - d) A steering group approach fitted with HSE management arrangements; PFPD and Internal Audit had been consulted on the approach and were content.

5.3 SMT thanked the authors for the paper and agreed it could proceed to the Board.

6 Agenda item 6 - Legal Risk Register (Paper SMT/09/29)

This section of the minutes is closed.

7 Agenda item 7 - Options for the future of the Adventure Activities Licensing Service (AALS) (Paper SMT/09/30)

This section of the minutes is closed.

8 Agenda item 8 - Draft Agenda for May SMT meeting

8.1 In addition to the items on the draft agenda the May SMT meeting was also likely to cover a second discussion on H&S in a recession, feedback on the Board meeting and

final arrangements for the Strategy launch.

9 Agenda item 9 – AOB

9.1 Note from EASe programme. The proposed global request for information regarding Infoline enquiries was agreed with the request that the global be explicit about what data was being requested and that LAO be included in the consultation.

9.2 TUs had asked to see the Sector review. It can be released but should first be circulated to SMT colleagues after the meeting for final comments.