

Senior Management Team Minutes			SMT/M/09/10
Meeting Date:	7th October 2009	FOI Status:	Open
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**Draft Minutes of HSE SMT meeting - 7 October 2009,  
6.1.026 Redgrave Court, Bootle and by video to Sanctuary Buildings, London**

**Present**

Geoffrey Podger	Kevin Myers	Gaynor Coldrick	Kevin Allars
Kerr Wilson	Eddie Morland	Mike Weightman	Gordon MacDonald

**Apologies**

Sally Sykes	David Ashton	Jane Willis	Alex Brett-Holt
Patrick McDonald	Steve Dennis		

**Also attending**

Dave Thomas (for Steve Dennis) Navroza Ladha (for Alex Brett-Holt), David Sowerby (for David Ashton), Peter Brown (for Jane Willis), Laurence Monaghan, Diane Tsavalos & Anne Robinson (all items); Sarah Dean Forrester (item 3); Teresa Quinn (item 4); Nick Snelham (item 5) Colin Connor & Matthew Penrose (item 7).

**Minutes** Elaine Harbour

**1 Minutes and action notes**

1.1 The minutes of the September meeting were agreed as drafted.

**2 Monthly Finance and Staffing update – August outturn (SMT/09/100) closed**

**3 Real Health & Safety: Building on sensible risk (SMT/09/104)**

3.1 Sarah-Dean Forrester introduced the paper which outlines the SMT commissioned work on rebranding and repositioning HSE in line with the new strategy. Helen Davies of the TBWA Agency presented the work in progress on rebranding and repositioning HSE which included details of the brand vision and strategy, the campaign and a social media tool.

3.2 The SMT thanked Sarah-Dean for the paper and Helen for the presentation and the discussion included the following comments

- a) The presentation was helpful and the priority for HSE is to find a successor to the myth of the month
- b) The SMT appreciated that this was work in progress and would like to see more as it is developed.
- c) Given the current political climate we should give careful consideration to the timing of any campaign. At this time there is no need to set an artificial deadline for completion as we can extend the use of myth of the month further

**4 Delivery of the strategy (SMT/09/101)**

4.1 Teresa Quinn introduced the paper and made the following comments:

- a) The paper is an update for the SMT and the annexes provide a summary of the work of the Strategy Action Teams (SAT's) to date.
- b) The paper for the HSE Board explains how HSE is delivering against the strategy and the intentions with regard to those who had signed the strategy pledge. It also outlines the proposal to provide the Board with updates from the SAT's on strategy themes.

4.2 The SMT thanked Teresa for her paper and made the discussion included the following comments

- a) The SMT would discuss the annexes outlining SAT's progress at the next meeting due to the unavoidable absences from SMT this month.
- b) An electronic community for those who have signed the pledge is proposed. Further work on segmentation is planned and the sectors will be involved where there are groups where there may be interest in working together. SMT agreed that they would like to see the planned communication for this.

**Action Secretariat to add the SAT paper to the November SMT agenda**

**5 EU Directive on musculoskeletal disorders (SMT/09/102) closed**

**6 Taking forward the Work & Pensions Select Committee's "Workplace health and safety; follow up report" (SMT/09/94) closed**

**7 Consultation on the proposed control of Artificial Optical Radiation at Work Regulations 2010 (SMT/09/79)**

7.1 Colin Connor introduced the paper and made the following comments

- a) The paper outlined the proposed approach to be taken in implementing the Directive in accordance with the HSE Board direction of minimal regulation to keep the additional burdens to a minimum.
- b) Subject to the results of the consultation exercise it is not proposed to issue further guidance

7.2 The SMT thanked Colin for the paper and the discussion included the following comments:

- a) There is a lot of opposition to the Directive with lobbying campaigns at Ministerial level.
- b) Artificial Optical radiation is already well managed in the UK and the proposed implementation plan with minimal regulation will not affect safety. The main benefit of the Directive will be the harmonisation across the EU.
- c) The SMT agreed that the paper should be forwarded to the HSE Board for their consideration and approval.

**8 Draft Agenda for November SMT Meeting (SMT/09/A11)**

8.1 The draft agenda for the November meeting was agreed.

**9 Any other business**

9.1 .The retirement cap of 65 is to be lifted, there are a number of staff affected in the transition to the new arrangements and SMT should consider how they are handled

9.2 Civil Service North West is considering plans to open Redgrave Court to visits from any North West Civil Servants on 12 November 2009

9.3 New vacancy filling arrangements are due to be rolled out in the North West. The effect of the new arrangements would be that vacancies would be offered to civil servants across the North West before they could be advertised externally. A special case would have to be made for each individual vacancy if the process is bypassed to allow external recruitment at outset. A letter is proposed at a senior level to request an opt out for experts/