

Senior Management Team Minutes		SMT/10/M12PC	
Meeting Date:	1 December 2010	FOI Status:	Partially Closed
Type of Paper:	Minutes	Trim Ref:	2011/237041

## Minutes of HSE SMT meeting – 1 December 2010

### Redgrave Court and by video to Sanctuary Buildings

#### Attending

Geoffrey Podger	Kevin Myers	Gaynor Coldrick	Kevin Allars
Steve Dennis	Kerr Wilson	Gordon MacDonald	Patrick McDonald
Eddie Morland	Peter McNaught	David Ashton	Jane Willis
Sally Sykes	Trevor Carlile		

#### Apologies

Mike Weightman

#### Also attending

Laurence Monaghan, Ian Philips, Diane Tsavalos & Dee Imlah (all items); Dave Thomas (items 1 – 5); Dave Hockey & Billy Graham (item 6); Kären Clayton (items 7 & 9); Mark Lawton (item 7); Martin Davies (item 8); Richard Pederson (item 9).

#### Minutes

Laurence Monaghan

#### **1 Board report to Minister**

1.1 The report from the Board on HSE's new approach in the spending review period had been submitted by the Chair to the Minister on 30 November.

#### **2 ONR update**

2.1 DWP and DECC Ministers had agreed to the setting up of the Office for Nuclear Regulation as a non-statutory body within HSE until such time as it could be created as a statutory corporation.

#### **3 Minutes and action points**

##### 1.1 Minutes

The minutes of the November meeting were agreed with no comments.

#### **4 Monthly Finance and Staffing update – October outturn (SMT/10/127)**

4.1 Steve Dennis introduced the paper by emphasising the importance of making an accurate December forecast and asking SMT to check the assumptions behind their forecast. Gaynor Coldrick introduced the paper by providing an update on the Civil Service Compensation Scheme.

4.2 In discussion of the paper the following points were made:

- a) SMT were to provide their planning officers with a steer on key outputs.
- b) A revised SMT visit briefing was required which covered how the VER scheme would apply following future business decisions.
- c) Managers needed to specify how they would run the business following the loss of posts and would need to document how losing posts provided savings.
- d) A statement for the intranet was required on SCS/SMT reduction plans which HR was to provide and SMT to clear. The note was to also indicate that hierarchical arrangements would be maintained with the focus first on leavers and then on how to re-arrange the organisation for continued effectiveness.

#### **Action point 1**

SMT to check the assumptions behind their December forecasts.

**5 Health and Safety (Fees) Regulations 2011 (SMT/10/128)**

**5.1 *This section of the minutes is partially closed.***

Steve Dennis introduced the draft paper which SMT agreed could go forward to the Board. In discussion of the paper the following points were made:

- a) Information withheld under Section 36
- b) SMT agreed the proposal to seek to avoid making regulations. Industry was to be consulted on this approach and their views received reflected in any submissions to Ministers. If regulations weren't made HM Treasury would need to be informed.
- c) The paper needed to make more of the positive findings of the report into HSE fees setting undertaken by Tribal.
- d) Steve Dennis and Gordon MacDonald were to further discuss factors for achieving full cost recording and charging by staff.

**6 2010 People Survey Update (SMT/10/129)**

6.1 Gaynor Coldrick introduced the paper in response to which SMT agreed a note on the outcome of the 2010 survey was to go to staff. The Trades Unions were to be updated on progress with the actions planned to help improve staff engagement and offered the opportunity for discussion.

**Action point 2**

A note on the outcome of the 2010 People Survey was to be sent to staff.

**7 Delivering for health: HSE action on occupational respiratory disease (SMT/10/130)**

7.1 Kären Clayton introduced the draft paper which SMT agreed could go forward to the Board subject to the following comments:

- a) The views of HSE and ACTS were to be clearly separated with the former presented to the Board as the argument of the paper and the latter provided by way of inclusion in an annex.
- b) The type of campaign being requested by ACTS did not fit with HSE's evidence as to what made for an effective campaign, that being that it should be targeted and used as part of a package of measures.
- c) The evidence which informed the press release by the TUC representatives on ACTS was not known to HSE.

**8 HSE's approach to disclosure of inspection and investigation related information under FOI/EIR (SMT/10/131)**

**8.1 *This section of the minutes is partially closed.***

Patrick MacDonald introduced the paper to which SMT provided the following comments:

- a) SMT recognised that different parts of the organisation were at different stages in developing their approach to transparency and needed to have regard to their particular circumstances. When developing their approaches Directorates were to consider which categories of data might be agreed with dutyholders for routine release. In developing their approaches FOD and HID were to consider the lessons arising from the work already undertaken in this area by ND.
- b) Information withheld under Section 35
- c) Information withheld under Section 35
- d) Peter McNaught was to review the standard phrasing that was used in correspondence to draw attention to complaints and Fol appeals procedures with a view to discouraging those with little grounds to further complain or appeal from doing so. Staff were also to be supported in being more robust in refusing appeals where there was little demonstration of why an appeal would be in the public interest.
- e) The future running of HSE's transparency approach would be discussed by Geoffrey Podger and Patrick McDonald and brought to a future meeting. For the time being it was to be allocated to SMT to run.

**Action point 3**

Steve Dennis to re-examine the HSE policy for charging for the release of data under Fol.

- Action point 4** Peter McNaught to review the standard phrasing used in correspondence to draw attention to complaints and Fol appeals procedures
- 9** **3<sup>rd</sup> Indicative Occupational Exposure Limit Values Directive (2009/161/EU) – Consultation on GB Implementation (SMT/10/135)**
- 9.1 ***This section of the minutes is closed.***  
Information withheld under Section 35
- 10** **Draft agenda of the January SMT agenda (SMT/11/A01)**
- 10.1
- a) The item on ‘Workforce management’ was to be removed. The Chair had confirmed the Board were content for SMT to look after this item.
  - b) The paper on Workplace transport would be re-titled and brought as a below the line paper.
  - c) An item on the Science Plan was to be added.
- 11** **Board agendas forward look**
- 11.1
- a) The data strategy paper was confirmed as above the line.
- 12** **Any other business**
- 12.1
- a) Below the line paper – The paper ‘Monthly Health and Safety Statistics’ was moved above the line and the question asked whether there were any significant incidents which were not being reported to SMT, it is being noted that FOD MB were reviewing three incidents that didn’t appear in the monthly stats. Vince Joyce was to be asked how reporting to SMT of incidents can be improved. The Cardiff injury was seen as a management issue and Vince Joyce was to investigate further.
  - b) SMT were asked to review their declarations of interest in anticipation of an audit of propriety.
  - c) PFPD would be circulating last year’s Statements of Internal Control for SMT to keep under review until NAO begin their next audit of HSE.