

Senior Management Team Minutes		SMT/10/M11PC	
Meeting Date:	3 November 2010	FOI Status:	Partially Closed
Type of Paper:	Minutes	Trim Ref:	2011/237028

Minutes of HSE SMT meeting – 3 November 2010

Redgrave Court and by video to Sanctuary Buildings

Attending

Geoffrey Podger	Kevin Myers	Gaynor Coldrick	Mike Weightman
Steve Dennis	Kerr Wilson	Gordon MacDonald	Patrick McDonald
Eddie Morland	Peter McNaught	David Ashton	Jane Willis

Apologies

Sally Sykes	Kevin Allars	Trevor Carlile
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Also attending

Laurence Monaghan, Ian Philips & Sarah-Dean Kelly (all items); Dave Hockey (items 1 – 6); Rachael Radway (items 1 - 5); Chris Wynne (item 6); Taf Powell & Lee Kenny (item 7); Karen McDonough (item 8).

Minutes

Laurence Monaghan

1 Minutes and action points

1.1 *This section of the minutes is closed.*

Minutes

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

2 Spending Review 2010 – Contingency Plans

2.1 Steve Dennis introduced the paper by noting that the model presented would be subject to change depending on the planning steer from DWP and would need to be revisited in light of the report from the Board to the Minister on HSE's new approach in the spending review period. Efficiencies would need to be made from year 1 of the spending review period and greater cost recovery would not be introduced in 2011/12. The detail of the plans was to be shared with SCS colleagues at the SCS event on 5 November.

3 Monthly Finance and Staffing update – September outturn (SMT/10/117)

3.1 Steve Dennis introduced the paper. SMT agreed that the forecast should be held and the projected underspend used for an exit scheme this financial year.

4 Managing Headcount Reductions (SMT/10/122)

4.1 Gaynor Coldrick introduced the paper in response to which SMT agreed that expressions of interest for voluntary release could be invited and that responses were to be sought by the first week in December. HR were to coordinate the exercise with the information gathered being passed to line managers to discuss with those staff showing an interest.

4.2 The invitation note was to make clear that the exercise was for indicative purposes only and there would be no adverse consequences from responding. It was to also make clear that some staff providing particular skills or levels of performance required by HSE would not be eligible for release under the terms of the scheme. Flexible conditions for exclusion from the scheme were required and were not to be defined by discipline.

5 Performance and Risk Management Report – Quarter 2 2010/11 (SMT/10/118)

5.1 *This section of the minutes is closed.*

Information withheld under Section 36

- 6 Deployment and Development of Specialists (SMT/10/119)**
- 6.1 *This section of the minutes is closed.*
Information withheld under Section 35
- 6.2 Information withheld under Section 35
- 7 An update on the organisational strategy for emerging energy technologies (SMT/10/120)**
- 7.1 Taf Powell introduced the paper in discussion of which SMT agreed the following:
- a) The arrangements proposed in the paper for residual oversight of the EET programme and for cost recovery were agreed.
 - b) Ownership of orphaned EET matters would be decided when the item returned to the next SMT meeting.
 - c) Peter McNaught was to explore the issue of liability when providing unelective advice and whether a more specific disclaimer might require employing.
- 8 Proposed Amendments to the Pipelines Safety Regulations (PSR) 1996 Recommendations following Consultation and Introduction of the New Regulatory Framework (SMT/10/121)**
- 8.1 SMT declined to agree to the draft paper going forward to the Board at this time although the good work that had gone into bringing the proposed regulations this far was recognised. Instead consideration was to be given to putting a submission to the Minister to re-confirm his support for the regulations to be made. The submission could reference pipeline incidents overseas and was to be cleared with the Chair and SMT members with an interest.
- 9 Draft agenda of the December SMT agenda (SMT/10/A12)**
- 9.1
- a) An item on the report from the Board to the Minister on HSE's new approach in the spending review period was to be added.
 - b) The inclusion of the item on 'A revised strategy for improving health and safety in the health and social care services sector' was to be reviewed.
 - c) An item on the 2011 HSE Fees Regulations was to be added.
- 10 Board agendas forward look**
- 10.1
- a) The inclusion of the items 'Amendments to the pipelines safety regulations' and 'Corporate Stakeholder Project' on the November agenda was to be reviewed.
 - b) The item 'Implementing Lord Young's Report' would not be going to the November meeting.
- 11 Any other business**
- 11.1 Below the line paper - 'Memorandum of Understanding between HSE and HPA': The memorandum of understanding was agreed subject to review by PFPD and review of the passage on ionising radiation.