

Senior Management Team Minutes		SMT/10/M10PC	
Meeting Date:	6 October 2010	FOI Status:	Partially Closed
Type of Paper:	Minutes	Trim Ref:	2011/237008

Minutes of HSE SMT meeting – 6 October 2010

Redgrave Court and by video to Sanctuary Buildings

Attending

Geoffrey Podger	Kevin Myers	Kevin Allars	Mike Weightman
Steve Dennis	Kerr Wilson	Gordon MacDonald	Peter McNaught
Eddie Morland	Sally Sykes	Trevor Carlile	Jane Willis
David Ashton	Patrick McDonald (items 1 – 6)		

Apologies

Gaynor Coldrick

Also attending

Laurence Monaghan, Diane Tsavalos, Dave Hockey, Ian Philips & Dee Imlah (all items); Kate Sweeney (items 1 – 7); Rachael Radway (items 1 - 6); Sarah-Dean Kelly (items 1 – 4); Elspeth Henderson (item 4); Heather Bolton & Nick Snelham (item 8); Taf Powell & Lee Kenny (item 9); Dilys Robinson (IES), Ashley Brown & Jenny Graham (NatCen), David Riley, Hannah Saul & Anthony Burke (item 10).

Minutes

Laurence Monaghan

1 Update on Government activities

1.1 The outcome of the Review of Arms-length Bodies, the Spending Review and the report from Lord Young review of health and safety were all due to be published in October. Decisions on planning would be required shortly after HSE's spending review settlement was known and an away-day had been arranged for 8 December for SMT to consider how to take forward those decisions.

2 Minutes and action points

Minutes

2.1 The minutes of the September meeting were agreed with no comments.

3 Monthly Finance and Staffing update – August outturn (SMT/10/102)

3.1 Steve Dennis and Dave Hockey introduced the paper. SMT agreed that preparations for an exit scheme should be got underway and that any scheme should be targeted and take into account the desired future shape of the organisation. Trades Unions could be informed that an exit scheme was being looked at which would be limited in scope and would need agreement by Ministers.

4 Corporate Stakeholder Review (SMT/10/113)

4.1 Sally Sykes and Sarah Dean Kelly introduced the paper with a presentation of proposed steps to improve the effectiveness and efficiency of engagement activities with stakeholders.

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

- a) SMT supported the general approach set out in the paper and agreed that details be put to the Board. The list of HSE corporate stakeholders was also to be put to the Board, subject to further consideration of the apparent inconsistencies in the classification of organisations as corporate stakeholders.
- b) The future work planned as well as the resourcing of the SCET team would need to be reviewed in the light of the spending review settlement. The use of COIN as a tool to assist with stakeholder engagement was also not to be discounted at this time.
- c) SMT recognised that if relationships were to prove ultimately productive they had to be cultivated and maintained even where there were no immediate benefits to be provided. Similarly if other organisations were to be expected to help deliver HSE's aims then HSE had

to be prepared to assist those organisations in a likewise manner. Better definitions of relationships were also required as was the avoidance of generic descriptors.

5 Planning for SR10 (SMT/10/109)

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

Steve Dennis and Rachael Radway introduced the paper during the discussion of which the following comments were made:

- a) SMT agreed the proposed format for the Business Plan and the timetable for its development. The new format could be altered for internal use and could incorporate sections that were in the previous format where fitting to do so.
- b) Information withheld under Section 36

6 Current and future needs for statistics: developing a sustainable data strategy for HSE (SMT/10/110)

- 6.1 SMT agreed the recommendations in the paper with a request that any work on pre-cursor measures being carried out by the EU be explored as part of recommendation ii). It was also confirmed that the implementation of any pre-cursor measures was for decision after they had been developed. A short paper was to be put to the Board to inform them of what had been agreed by SMT and indicating that the approach may need to be revisited in light of any changes in HSE that follow from the spending review.

Action point 1

A short paper was to be put to the Board informing them of the outcome of SMT's discussion of future statistical data collection.

7 Implementing the requirements from the UKSA assessment of HSE statistics (SMT/10/111)

- 7.1 SMT agreed the recommendations in the paper.

8 The Future of the EASe Programme (SMT/10/112)

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

Heather Bolton introduced the paper in response to which SMT provided the following directions:

- a) Given current spending constraints the re-tendering exercise was to now be brought to a close. Those companies which had made bids were to be informed forthwith that HSE could not continue with the scheme under the previous terms and would be re-evaluating its requirements.
- b) Information withheld under Section 35

9 Emerging energy technologies – next steps (SMT/10/114)

- 9.1 Taf Powell introduced the draft Board paper, the next iteration of which would be brought to the November SMT meeting.

- 9.2 In discussion of the paper the following points were made:

- a) SMT agreed that the options put forward in the regulatory strategy required further development and advised that any proposal to extend the scope of HSWA should be restricted to those technologies that were known to be coming on-line.
- b) Exemption from 'One in, one out' was to be pursued but was not to be depended on.
- c) SMT supported the intervention strategies with a request that more emphasis be placed on designing in standards at the outset for any emerging industry.
- d) Should cost recovery arrangements not be extended then the work proposed would need to be revisited in the context of the spending review settlement.

10 Presentation: findings of IES survey Presentation: findings of NatCen research People Survey Research – Communication Next Steps (SMT/10/117)

- 10.1 Dilys Robinson of the Institute for Employment Studies provided a presentation entitled Staff Engagement at HSE. This was followed by a presentation from Ashley Brown and Jenny Graham of the National Centre for Social Research entitled Qualitative follow-up to the People Survey.

10.2

In discussion of the presentations the following comments were made:

- a) Practical, targeted measures to address the issues raised were to be worked up with Trades Unions and once agreed published as an action plan. Neither report was to be made available until the action plan was ready and for now a note was to go to staff informing them this was the intention.
- b) The Board were to receive the reports and background briefing at some point.
- c) The methodology of the follow-up study of experiences of bullying, harassment and discrimination (BHD) did not quantify how many cases fitted the definition of BHD.
- d) Variations in management skills were a big factor in BHD issues which were to be addressed through management training.
- e) SMT supported the suggestion of using informal mediators to resolve issues before they escalated to formal complaints. Staff performing this role would need to develop the appropriate skills required and the mediation process would need to be separated out from the formal complaint investigation process.

11

Draft agenda of the November SMT agenda (SMT/10/A11)

11.1

- a) A draft paper to the Board on the Lord Young report was to be added.
- b) The paper 'Response to the Griffin Investigation Committee Report on *E.coli* 0157' was to be delayed. Marcia Davies was to provide a short note to the Board explaining the delay.
- c) The title of the paper 'The UK national helpdesk under the EU Classification, Labelling and Packaging (CLP) Regulation' was to be reviewed.

12

Board agendas forward look

12.1

The Board forward look was agreed as drafted.

13

Any other business

13.1

The Transparency agenda – A broader paper on the Government transparency would be produced in addition to the recently commissioned paper on handling of FOI requests.