

**Department for Employment and Learning Board Meeting**

**6 January 2010**

**Board Room, Adelaide House**

**Present:** Catherine Bell (Chair)

Andrew Hamilton

Fred Gray

Dr. Brian Scott

**In Attendance:** Beverley Harrison

Victor Dukelow and Dave Rogers (for item 2.1 only)

Roger Arneill (Minutes)

**Apologies:** Trevor Connolly

**1. Minutes and Summary Action Sheet of Board Meeting on 5 November 2009**

1.1 The minutes of the previous meeting were agreed.

1.2 Mr. Hamilton reported that he and Mr. Connolly had spoken to all Directors regarding budget phasing and were content that this issue had been resolved. The other actions arising were noted and agreed.

**2. Policy**

**2.1 DEL Quality and Performance Baseline Analysis – A Draft Action Plan**

2.1.1 Mr. Dukelow presented a draft action plan, which details the actions the Department proposes to take to address the key issues identified in the Baseline Analysis. Mr. Dukelow said that subject to the approval of the

Board and the Minister, the action plan would be made available to the Departmental Committee.

2.1.2 The Board discussed various aspects of the draft action plan and agreed a number of actions which Mr. Dukelow will take forward (listed below). Subject to these amendments, the Board agreed that the action plan should be submitted to the Minister for approval.

2.1.3 Mrs. Bell thanked Mr. Dukelow and Mr. Rogers for their presentation.

**Action: Mr. Dukelow will take forward the following actions:**

- **details on how progress will be monitored and benchmarked should be included;**
- **it should be made clear that in addressing the variability in success rates across colleges, a further qualitative assessment of the issues will be completed; and**
- **with regard to the PSA targets mentioned, further information should be made available on the Department's commitments under these targets.**

### **3. Finance and Corporate Services Report**

#### **3.1 Finance Report**

3.1.1 **Risk Register** - Mr. Hamilton provided an update on each risk included on the risk register.

3.1.2 **Issues Log** - No issues were reported.

3.1.3 **December Monitoring** - The December Monitoring position was noted.

3.1.4 **November Management Accounts** - Mr. Hamilton provided an update on the November Management Accounts.

3.1.5 **Budget Update** – Mr. Hamilton provided an update on the budget requirements for 2010/11 highlighting the savings that Departments will be required to make. The Board discussed the areas where savings may be made.

## **3.2 Corporate Services Report**

3.2.1 Ms. Harrison highlighted that she had completed a review of the Corporate Services Report and that subject to the views of Dr. Scott and Mr. Hamilton, this would be in place from 1 April.

3.2.2 Ms. Harrison informed Board members that she has begun work on a draft Human Resources Strategy and now intends to seek input from the Senior Management Team and subsequent approval by the Board.

3.2.3 The Corporate Services Report was noted without further discussion.

**Action: Ms. Harrison to agree the format of the Corporate Service Report to the Board with Dr. Scott and Mr. Hamilton and implement from 1 April.**

**Action: Ms. Harrison to consult the Senior Management Team on the draft Human Resource Strategy and present a final proposal to the Board.**

## **3.3 Audit Committee Update**

3.3.1 Mr. Gray provided an update on the Audit Committee's most recent meeting.

**4. Formal Notings**

4.1 All papers were noted without further discussion.

**5. Any Other Business**

5.1 No other issues were raised.