

**DEPARTMENT FOR EMPLOYMENT AND LEARNING**

**MINUTES OF BOARD MEETING**

**Thursday 3 September 2009**

**Boardroom, Adelaide House**

**Present:** Dr Aideen McGinley (Chair)  
Mr Andrew Hamilton  
Mrs Catherine Bell  
Mr Fred Gray

**In attendance:** Mr Trevor Connolly  
Mr John McKeown  
Dr Mary McIvor  
Mrs Anne-Marie O’Kane (Minutes)

**Apologies:** Dr Brian Scott

At the outset of the meeting Dr McGinley pointed out that the new procedures in respect of the Board and Senior Management Team were subject to continual refinement and that Mr Hamilton would be reviewing the procedures. **(Action: Mr Hamilton)**

**1. Minutes and Summary Action Sheet of Board Meeting on 2 July 2009**

- 1.1 The minutes of the previous meeting were agreed.
- 1.2 All actions have been progressed appropriately. Following a discussion on workforce planning it was agreed that this should be managed by the Board. Mrs Bell also noted Mr McKeown’s update on the Regional Training Team and sought assurances that training is being delivered on priority areas. Mr McKeown updated the meeting on the priorities for the team.

## **2. Policy**

### **2.1 DEL Business Partnering Approach**

2.1.1 Mr McKeown briefed the meeting on the background, rationale for introduction timings and gave examples of how the new approach would work in practice. He also outlined timings for reviewing the new approach. He provided information on the role of 'business partners' and his own role as 'senior business partner'. A discussion followed on efficiency savings and Mr McKeown gave the Board information on a Benefit Realisation Review which will be NICS wide.

2.1.2 The role of the Board and SMT in workforce planning was discussed in further detail and it was agreed that decisions on major restructuring should revert to the Board. **(Action: Mrs Harrison)**

### **2.2 Review of Security**

2.2.1 Mr McKeown explained the background to the Review and outlined the main points which have or are in the process of being implemented.

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

### **3.1 Corporate Services Report**

3.1.1 Absence Management – Mr McKeown reported on the information received from NISRA and Mr Hamilton suggested it may be useful to compare DEL's upper quartile with the rest of the NICS. It was agreed that significant progress had been made.

3.1.2 The Board noted the September Update, the Media and Marketing Calendar of Events, the July 09 Media Analysis and Central Management Branch Update.

### **3.2 Managing FE Risks**

3.2.1 Dr Mclvor presented a paper to the Board which provided an update on the issues in the context of the Public Accounts Committee Report on FE Governance and Financial Management. The paper outlined the way ahead on the governance and accountability risks, setting them in the context of the strategy for the sector.

3.2.2 Following a question and answer session Dr McGinley congratulated Dr Mclvor and her team on the quality of this important piece of work.

### **3.3 Finance Report**

3.3.1 The Board discussed various items on the Risk Register. Mr Gray suggested that timings should be included and Mr Connolly stated that Directors should examine their risks and insert the timelines. Mr Hamilton will look at the timings/currency of the Risk Register and update at the November Board. **(Action: Mr Hamilton and Mr Connolly)**

3.3.2 Issues Log – The Board noted the issue regarding HR Connect.

3.3.3 First Quarter, Departmental Balanced Scorecard 2009/10 - It was agreed that target No 32 should be classed as a Level 3 (green).

3.3.4 July Management Accounts – These were noted by the Board and a discussion followed on whether Divisions were phasing appropriately.

Mr Hamilton will look at relevance and timeliness of information. **(Action: Mr Hamilton)**

3.3.5 PSA/PfG First Quarter 2009/10 Monitoring – Mr Connolly circulated papers on PSAs and these were discussed and agreed.

3.3.6 September Monitoring – The Board discussed the September Monitoring position.

#### **4. Formal Notings**

4.1 The Economic and Labour Market Brief was noted without further discussion.

#### **5. AoB**

5.1 Dr McGinley noted that this was her last Board Meeting and took the opportunity to thank the Board for their support and wished Mrs Bell well in her new role as Acting Permanent Secretary. Mrs Bell, on behalf of the Board wished Dr McGinley well in her new post.