

Department for Employment and Learning Board Meeting

3 March 2010

Board Room, Adelaide House

Present: Alan Shannon (Chair)
Catherine Bell
Andrew Hamilton
Fred Gray
Brian Scott

In attendance: Trevor Connolly
Beverley Harrison
Michael Gould and Aine O'Neill (for item 2.1 only)
Roger Arneill (Minutes)

1. Minutes and Summary Action Sheet of Board Meeting on 6 January 2010

1.1 The minutes and summary action sheet from the previous meeting were agreed without amendment.

2. Policy

2.1 Skills Strategy – Success through Skills 2

2.1.1 Mrs. Bell introduced Skills Strategy 2 as the overarching plan which incorporates all the outward facing work the Department does. She also noted that the launch of Skills Strategy 2 had been delayed by approximately one year due to the action taken by the Department in response to the economic downturn.

- 2.1.2 Mr. Gould highlighted the key themes and aspirational goals identified within the Strategy. He informed the Board that following Ministerial approval, the Minister will consult the Executive on the proposals before proceeding to public consultation. With this in mind, Mr. Gould intends to have an implementation plan finalised by late autumn.
- 2.1.3 The Board discussed how the proposals will enhance the Department's progress towards the achievement of PSA 2: Skills for Prosperity and the potential financial implications the implementation of this Strategy would bring.
- 2.1.4 Dr. Scott asked how the Department is working with the Higher Education Sector to ensure the right skills are being developed to achieve the aspirational goals of Skills Strategy 2. Mr. Hamilton responded that the Higher Education Strategy, which is currently being developed, will pick up on these themes and the final version of Skills Strategy 2 will make reference to the Higher Education Strategy.
- 2.1.5 Dr. Scott pointed out that considering the prioritisation of resources is difficult given that there is no economic strategy. Mr. Gould responded that the Department for Enterprise, Trade and Investment are leading on the development of an Economic Strategy as part of the Government's response to the Independent Review of Economic Policy.

3. Finance and Corporate Services

3.1 Finance Report

3.1.1 **Risk Register** – Mr. Hamilton and Mrs. Bell gave an update on each risk included on the risk register.

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

- 3.1.3 **February Monitoring and January Management Accounts** – Mr. Connolly gave an update on the most recent position.

3.2 Corporate Services Report

- 3.2.1 Ms. Harrison informed Board members that current indicators suggest the Department will meet its absence target for the year. She also noted that next year's Managing Attendance Action Plan is currently being developed.
- 3.2.2 Ms. Harrison highlighted that she is currently developing an HR Strategy for the Department and intends to write to Board Members to outline the draft Strategy in broad terms, with a view to presenting it for approval at the May Board.

Action: Ms. Harrison to write to Board Members to outline the draft HR Strategy in broad terms, with a view to presenting it for approval at the May Board.

4. Formal Notings

- 4.1 All papers were noted without further discussion.

5. Any Other Business

- 5.1 No additional issues were discussed.