

Department for Employment and Learning Board Meeting

6 May 2010

Board Room, Adelaide House

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

In attendance: Trevor Connolly
Beverley Harrison
Anne-Marie O’Kane (Minutes)

Apologies: Fred Gray

1. Minutes and Summary Action Sheet of Board Meeting on 3 March 2010

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

2. Policy

2.1 Quality Improvement Strategy

2.1.1 Mrs Bell outlined the background to the development of the Strategy and the main findings from the Beyond Standards Report for both the Department and the Education and Training Inspectorate. She informed the meeting that a further revised draft will be presented to the Board.

2.1.2 A discussion followed on benchmarking, timeliness of Reports and the resource/financial implications for the Department arising out of the recommendations.

2.1.3 The Board were strongly supportive of the Quality Improvement Strategy.

2.2 Draft Corporate Governance Framework

2.2.1 Mr Hamilton introduced the draft Corporate Governance Framework and outlined a number of key points. A discussion followed on a number of areas, including, matters reserved for the Board, bi-annual assurance statements and thematic strategic planning groups.

2.2.2 It was agreed that this was a very thorough piece of work and the Board were content. Mr Hamilton has received written feedback from members of the Board and these will be considered along with the comments made at the meeting – a final version will then issue.

2.3 Legislative Programme 2010 – 11

2.3.1 The Board noted the Department's legislative programme for 2010 – 11, Mr Shannon and Mr Hamilton provided detail on a number of areas.

3. Finance and Corporate Services

3.1 Finance Report

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

3.1.2 **Provisional Outturn 2009/10** – Noted.

3.1.3 **Budget Settlement 2010/11** – Mr Connolly provided a breakdown of the Department's budget and this was discussed in detail. The Board approved the proposed application of resources for 2010/11.

3.1.4 **Fourth Quarter, Departmental Balanced Scorecard 2009/10** – the Board noted the scorecard and discussed the 5 amber targets and one red target.

3.2 **Audit Committee Report**

3.2.1 Dr Scott reported on the Audit Committee.

3.3 **Workforce Plan 2010 – 11**

3.3.1 Ms Harrison and Mr Connolly introduced the Workforce Plan, setting out the background and key points to note.

3.3.2 The Board agreed the 2010-11 Target Staffing Level (TSL) and noted the arrangements being put in place to manage and monitor the TSL and the associated budget.

3.4 **Corporate Services Report**

3.4.1 The Board noted the Corporate Services Report which gave an update on Absence Management, Learning and Development and the Investors in People Assessment.

3.4.2 Ms Harrison informed the Board that she proposed to present the HR Strategy and Managing Attendance Action Plan at the next meeting.

4. Formal Notings

4.1 All papers were noted without further discussion.

5. Any Other Business

5.1 Skills Strategy

5.2 Mrs Bell provided an update on the current position and outlined a number of key dates ahead in relation to the production of an implementation plan and consultation.