

DEPARTMENT FOR EMPLOYMENT AND LEARNING
SENIOR MANAGEMENT TEAM MEETING
24 September 2009
Board Room, Adelaide House

Present: Mrs Catherine Bell (Chair)
Mr Andrew Hamilton
Mrs Patricia McAuley
Mr Fergus Devitt
Ms Beverley Harrison
Mrs Nuala Kerr
Dr Mary McIvor
Mr John Baird
Mr Trevor Connolly
Ms June Ingram

Apologies: Ms Lucy Marten

In Attendance: Mr Victor Dukelow – Item 2.1
Ms Jan Harvey – for Item 2.2
Mr Tommy McVeigh – for Item 2.3
Ms Angela Whiteside – for Item 2.3
Mr Michael Gould – for item 2.4
Mrs Anne-Marie O’Kane – DEL Secretariat

1. Minutes & Summary Action Sheet from the SMT Meeting on 27 August 2009

1.1 The Minutes of the previous Meeting were approved subject to the following amendments¹.

¹ First two amendments outstanding

- 2.4.1 should read
- 3.5.3 should read
- 5.1 should read “Ms Harrison advised she had written to Directors explaining the rationale for not re-introducing the calendar and will instead provide updates as appropriate via her Corporate Services report.”

1.2 The Summary Actions from the previous Meeting were agreed with Mrs Harrison taking forward the issue of Absence Management Information.

2. Policy

2.1 DEL Quality and Performance: A Baseline Analysis

2.1.1 Mr Dukelow presented an update on the progress that has been made in developing a comprehensive baseline analysis of DEL quality and performance. It was agreed that a draft copy of the Baseline Analysis will be circulated to Senior Management Team members for comment in early October with the intention of seeking their approval of the Analysis at October Senior Management Team, this will then be presented to the November Board. **(Action: Mr Dukelow)**

2.2 Care Leavers – Proposals for further DEL Engagement

2.2.1 Ms Harvey provided an update on the current range of activity being undertake within DEL and areas of potential future intervention to address the current level of educational outcomes for these young people.

2.2.2 A discussion followed on measures in place in GB and bursaries. Mrs Bell stated that within Higher Education there is a mechanism to find out if a young person is in care, however Further Education doesn't have the

same ability. Dr McIvor will give this issue further consideration. **(Action: Dr McIvor)**

- 2.2.3 The Senior Management Team were invited to consider the issue further and liaise with Mrs Ingram after the meeting and she will then take forward. **(Action: SMT Members)**

2.3 Annual Report on Quality Improvement

- 2.3.1 Mrs Whiteside briefed the Meeting on the inspections element of the Report, outlining the main findings in relation to Training for Success/ApprenticeshipsNI, Further Education and Employment Programmes. She stated that good practice was emerging and also briefed the meeting on areas for improvement. Mr McVeigh then gave an overview of findings in relation to contract monitoring. The findings of both improvement and contract monitoring will be presented to the November Board.

- 2.3.2 Following a discussion on the Report it was agreed that Mr Hamilton, Mrs Kerr and Mr McVeigh will meet to discuss contracting issues. **(Action: Mr Hamilton, Mrs Kerr & Mr McVeigh)**

- 2.3.3 Mrs Bell thanked Mr McVeigh and Mrs Whiteside and suggested it would be useful if they delivered a further presentation to the Senior Management Team some time in the future. **(Action: Mr McVeigh and Mrs Whiteside)**

2.4 Success Through Skills 2 (Progress and Emerging Issues)

- 2.4.1 Mr Gould provided progress to date and outlined the way forward. Success Through Skills 2, which incorporates the review of the impact of the original strategy and implementation plan, is currently being drafted

and is now due to be published for consultation around Halloween. Following this an implementation plan will be drafted and projects recommended for implementation will have their outcomes linked to their contribution towards existing PSA targets.

- 2.4.2 A discussion followed and it was agreed that Mr Gould would provide information on the composition of the sub-group established by the Northern Ireland Skills Advisor. Mrs Ingram will also put in place arrangements to make a presentation to the sub-group. **(Action: Mrs Ingram)**
- 2.4.3 Mr Gould will be meeting with Divisions prior to consultation and would appreciate being informed of issues prior to the consultation launching. **(Action: SMT Members)**
- 2.4.4 Mr Devitt stated it would be helpful if a presentation could be delivered to the HE Skills Strategy Group on the subject. **(Action: Mr Devitt to liaise with Mr Gould)**
- 2.5 **Development of Pilot Condition Management Programme for All Staff**
- 2.5.1 Mrs McAuley presented a paper to seek agreement for the introduction on a pilot basis of the Condition Management Programme, which had been developed with the assistance of Departmental HR for all staff.
- 2.5.2 Mrs Harrison provided information on how the programme would be managed and evaluated.
- 2.5.3 A discussion followed and the Senior Management Team were supportive of the programme. Mr Hamilton and Mrs McAuley to discuss another

programme on early detection of conditions such as diabetes, etc.

(Action: Mr Hamilton and Mrs McAuley)

2.6 Trim Security and Data Protection Awareness

2.6.1 Mrs Harrison presented a paper outlining a number of measures which had already been put in place and timescales for planned actions to ensure compliance with legislation.

3. Finance and Corporate Service Reports

3.1.1 **Risk Register:** Directors updated on how each of their Risks were being managed.

3.1.2 **Issues Log** - Mrs Harrison updated on the HR Connect issue. It was agreed that Mr Hamilton and Mrs Harrison would discuss the issue.

(Action: Mr Hamilton and Mrs Harrison)

3.1.3 **September Monitoring** - September Monitoring was discussed and noted by the Senior Management Team.

3.1.4 **August Management Accounts** – The Senior Management Team noted the analysis and the Summary Schedule and this was discussed.

3.2 Corporate Services Report

3.2.1 **Absence Management** – Mrs Harrison updated the meeting on information from NISRA and agreed to circulate along with data on performance in other Departments. A discussion followed on Absence Targets which will be reviewed in December. **(Action: Mrs Harrison)**

3.2.2 **Overview of Media Analysis for August 2009 and Calendar of Events October 2009 – December 2009** – Noted by Senior Management Team.

4. Papers and Formal Notings

4.1 Update on Employment Relations Activities

4.1.2 Mrs Ingram provided an update on the current range of development work being undertaken by Employment Relations, Policy & Legislations Branch.

4.2 Policy Allocation – Minister’s Questions

4.2.1 Mrs Harrison introduced the paper and following a discussion it was agreed that the Senior Management Team would provide Mrs Harrison with suggestions on allocation. **(Action: SMT Members)**

4.2.2 It was also suggested that it may be timely to revisit the functions of Central Management Branch. **(Action: Mr Hamilton)**

4.3 Economic & Labour Market Brief

4.3.1 The paper was noted.

5.0 Any Other Business

5.1 None.