

**Department for Employment and Learning Board Meeting**

**2 September 2010**

**Board Room, Adelaide House**

**Present:** Alan Shannon (Chair)  
Catherine Bell  
Fred Gray

**In attendance:** Trevor Connolly  
Roger Arneill (Minutes)

**Apologies:** Andrew Hamilton  
Brian Scott  
Beverley Harrison

**1. Minutes and Matters Arising from the Board Meeting held on 2 September 2010**

- 1.1 The minutes of the previous meeting were agreed without amendment.
- 1.2 The update on matters arising from the previous meeting was noted without further discussion.

**2. Budget 2010**

- 2.1 Mr. Connolly gave an update on the overall NICS and Executive procedures and time scales to produce budget recommendations. He then gave a summary of the targets DEL is currently working towards and the strategic options being considered.
- 2.2 The Board discussed the potential impact of the strategic options highlighted. Mr. Shannon noted that he and Mr. Connolly would discuss these options with the Minister in the near future.

### **3. Finance Report**

- 3.1 **Risk Register** – Mrs. Bell gave an update on the risks reported to the Board.
- 3.2 **July Management Accounts** – Mr. Connolly gave an update on the July Management Accounts. The Board discussed the importance of accurate phasing.
- 3.3 **September Monitoring** – Mr. Connolly gave an update making particular reference to current budget pressures; the Board discussed the management of these.
- 3.4 **Account NI: Prompt Payment Statistics** – Mr. Connolly gave an update on the Department's performance on Prompt Payment.

### **4. Formal Notings**

- 4.1 Mrs. Bell drew attention to the paper on the ICT Future Skills Action Plan highlighting the positive results. They also discussed the current ICT skills need in Northern Ireland.

### **5. Any Other Business**

- 5.1 Mr. Shannon thanked Mr. Gray for the support he had given the Department over his six years service as a Non-Executive Director.