

Department for Employment and Learning
Senior Management Meeting
Thursday, 25 March 2010
Boardroom, Adelaide House

Present: Andrew Hamilton (Chair)
Catherine Bell
Patricia McAuley
John Baird
Lucy Marten
Nuala Kerr
Mary McIvor
Trevor Connolly
Beverley Harrison

Apologies: Fergus Devitt
June Ingram

In Attendance: Andy Cole (for item 2.1 only)
Anne-Marie O’Kane - Secretariat

1 Minutes and Summary Action Sheet from the Senior Management Meeting on 29 January 2010

1.1 The minutes of the previous meeting were agreed.

1.2 The summary actions were agreed.

1.3 Mr Hamilton indicated that, following discussions at the Senior Management Planning Day, he was currently preparing a paper on

corporate governance which he would share with colleagues in the near future. It was hoped to present this to the May Board.

Action: Mr Hamilton to issue draft paper.

2. Policy

2.1 FE Funded Learning Unit and College Development Plan – Mrs McIvor introduced Mr Andy Cole who delivered a presentation which set out background, CPD process, financial implications, links to strategic priorities and challenges. A discussion followed on the management of demand and the impact on Training for Success and Preparation for Work programmes.

2.1.1 Mr Hamilton suggested that details of FE college activity/enrolments etc should be included in future Board Agendas (perhaps in November and February).

Action: Include FE college activity/enrolments and College Development Plan on Forward Planner for Board Agendas – DEL Secretariat

2.2 Review of the Department's Quality Improvement Strategy, 'Success Through Excellence' – Mrs Bell set out the background to the Strategy and the findings of the Review. She outlined a number of recommendations both for the Department and the Education and Training Inspectorate.

2.2.1 A discussion followed on the publication of the Report and it was agreed that the Department and the Inspectorate would take forward the joint project, the outcomes of which will result in a revised Quality Improvement Strategy.

3. Finance and Corporate Services

3.1 Finance Report

3.1.1 Risk Register – Individual Directors provided an update on each of their risks and following discussion a number of amendments were agreed.

3.1.2 Issues Log – No issues.

3.1.3 February Management Accounts – The Senior Management Team noted the analysis provided by Mr Connolly.

3.2 Corporate Services

3.2.1 Absence Management – Progress against Divisional targets from April to the end of January 2010 was noted and Ms Harrison stated that targets for next year should issue in the next few months.

3.2.2 Workforce Planning – Ms Harrison provided an update on the Workforce Planning exercise and vacancy management.

3.2.3 Learning and Development – Ms Harrison briefed the meeting on the forthcoming IIP assessment and stated that she hoped to bring a paper to next months Senior Management Team meeting on Learning Priorities.

3.2.4 Performance Management – Directors were asked to encourage their staff to conduct end year reviews and performance reports in a timely manner.

3.2.5 Ms Harrison updated the meeting on the HR Strategy, HR Connect Feedback, Reward and Recognition Scheme and Facilities Management.

3.2.6 The Senior Management Team considered the overview of media analysis for February and a discussion followed on the impact of purdah.

4. Papers and Formal Notings

4.1 Economic & Labour Market Brief – noted.

4.2 Widening Participation in Higher Education – noted.

4.3 Final Report on the review of variable fees and student finance arrangements – noted.

4.4 Blacklisting of Trade Union Members – noted.

5. Any Other Business

5.1 Mrs Bell informed the meeting that along with Mrs McAuley and Mrs McNeill she would produce a presentation on appearing at PAC and dealing with the Audit office. The presentation would then be delivered to staff via lunchtime briefings. PfW staff were commended by Mrs Bell for their work involved in preparation for the PAC hearing on New Deal 25+.

5.2 Structured to Deliver – Mr Hamilton updated the meeting on outstanding issues and on other proposed changes within his group.

5.3 Grade 7 Away Day – Mr Hamilton informed the meeting that a template would issue on Strategic Themes which would be populated by Divisions prior to this event. Mrs Bell suggested that key Education and Training Inspectorate staff should also attend this event.