

Department for Employment and Learning
Senior Management Team Meeting
Thursday 30 September 2010
Boardroom, Adelaide House

Present: Andrew Hamilton (Chair Items 1-3)
Patricia McAuley (Chair Items 4-10)
John Baird
Fergus Devitt
Nuala Kerr
Beverley Harrison
Stephen Jackson

Apologies: Catherine Bell
Mary McIvor
Trevor Connolly
June Ingram
Lucy Marten

In Attendance: Aideen McGinley (Item 1 only)
G McCleave (Item 1 only)
Mary (Item 1 only)
Victor Dukelow (Items 3-5 only)
Wendy Lecky (Items 3-5 only)
Angela Whiteside (Items 3-4 only)
Tommy McVeigh (Items 3-4 only)
Deirdre Gillespie (Item 3 only)
Barry O'Rourke (Item 3 only)
Raymond Kelly (Minutes)

1. Minutes and Summary Action Sheet from SMT Meeting, 26 August 2010.

- 1.1 The minutes of the previous meetings were agreed.
- 1.2 The summary actions of the previous meetings were agreed.

2. Interim report on Future Public Service Agreements (PSAs)

- 2.1 Mr. Dukelow provided an update on the work being carried out by the Future PSAs Working Group. He began by outlining the notice from OFMDFM to the Department that it will soon be seeking to draft a new Programme for Government for the period covered by the current spending review up to 2015. Early indications suggest that this will lead to a reduction in the number of targets, while building in a series of Strategic Indicators.
- 2.2 The working group is cross divisional and has agreed a series of principles which will be used to determine new Departmental PSA targets. The group also has the remit of integrating these targets into a performance monitoring system for the board.
- 2.3 The working group also examined what other parts of the UK are currently doing/moving towards, with BIS in England looking to move to a targetless system at the national level, with more focus on assessment of value for money. Scotland has minimised its number of targets, and operates a dash board approach, while Wales is moving towards measures on a wider range of policy outcomes.
- 2.4 The group aims to develop a new PSA framework for the Department, reflecting quality and quantity and focus more on what the Department does. This framework will be completed by the end of October, and report back to the November SMT.
- 2.5 Consensus from the SMT was that these targets should be linked to the budget position and financial bids, particularly around key areas such as skills, innovation and employment.

- 2.6 Mr. Hamilton asked that it be recognised that the individual SRO's are not responsible for the work of another Department, while Mrs. Logue asked that the group consider setting targets which allow for any external factors outside of Departmental control such as an economic downturn.
- 2.7 Mr. Hamilton thanked the members of the working group for their good work to date.

Action: The Future PSAs Working Group will provide its findings to the SMT in November 2010.

3. Success Through Progression for 14-19 Year Olds

- 3.1 Mr. Young began by giving the background to the latest draft of the DEL/DE plan for joint implementation of policies for the education of 14-19 year olds. As it stands, most areas have been approved by both Departments, with Essential Skills remaining the only difference of opinion.
- 3.2 There are no new policies in the plan, instead it provides for coordinated and joint up thinking between both Departments.
- 3.3 Mr. Young highlighted the next steps which include both Departments signing off on the plan. As there are no new policies, there will be no requirement for an Equality Impact Assessment. A key aspect of this would be the proposed key stakeholder conference taking place in May 2011. This will provide an opportunity to raise awareness of the new Qualifications and Credit Framework.
- 3.4 Mr. Hamilton thanked Mr. Young and Mrs. Ferguson for the update, and thanked the team for good work being conducted.

4. Pastoral Care

- 4.1 Dr. McIvor provided a brief update on the findings of the Scoping Study into the Protection and Welfare of Children and Vulnerable Adults in the Northern Ireland Further Education Sector. This study examined the ability

of Colleges to meet the needs of students and provide appropriate support for a range of government initiatives relating to health and welfare.

- 4.2 The Study confirmed that all Further Education Colleges are compliant with legislation in pastoral care. Based on recommendations from the study, FE Division will organise a dissemination event for the FE Sector to share the findings. Furthermore, FE specific guidance will be prepared on child protection issues and arrangements will be made to implement the reports recommendations across Further Education.

Action: Further Education Division will implement the findings of the study.

5. Finance Update

- 5.1 Mr. Connolly provided an update on the outcome of the September monitoring round, which saw the Department receiving an allocation of £2.8m in capital. The current shortfall in HE of £19.2m was not met, and the Department must now examine how to find this from existing budgets.
- 5.2 Mrs. Kerr pointed that to meet this shortfall from within DEL there may be a requirement to close down existing programmes, thus breaking existing Ministerial commitments.
- 5.3 Mr. Hamilton stated that SMT should provide a comprehensive list of potential options to the Minister. Ultimately it would be for him to decide how the over commitment was to be addressed.
- 5.4 Mr. Hamilton therefore asked the Directors to provide a full list of what reductions could be made (broken down to include legal, delivery, media, political and staffing impacts) by 04/10/10, with a view of putting something to the Minister by 07/10/10.
- 5.5 Mr. Connolly then spoke about a draft paper on GAE expenditure, and how to realise savings of 10% across each Division. Discussion took place around capping consultation, moving all staff training costs to

HR&Corporate Services Division, placing limits on travel and subsistence, and a complete moratorium on stationery.

- 5.6 Mr. Hamilton asked that budgets be allocated as agreed, but that SMT re-examine in the future to ensure corporately the target is on track to being met.

Action: Directors to provide a full list of potential area's of savings from within their Divisions, using the proforma, broken down to include legal, delivery, media, political and staffing impacts. This should be completed by the 04/10/10.

6. Higher Education Update

- 6.1 Mr. Devitt thanked SMT for their comments on the Higher Education Strategy consultation document. He provided an update on the next steps which included Sir Graeme meeting the DEL committee on the 20th October, followed by the paper going to the Departmental board on the 4th November. Subsequently, subject to Ministerial approval, it would be issued for public consultation.
- 6.2 Other issues to note, are the imminent publication of Lord Brownes report on student Fee's in England and the Development of the Widening Participation strategy.

7. Careers Service Annual Report

- 7.1 Mrs. Kerr drew attention to the key findings of the report, highlighting the year on year improvements in interviews and interventions, and the increasing satisfaction levels.
- 7.2 The Careers Service is looking to build on these measures and has developed impact measures which will be reflected in the next annual report.

7.3 This document will be made available online on the careers service website.