DoF Departmental Board Meeting
NICS HR, Bruce Street
Monday 26th June 2017, 10.00am – 12.00pm

Minutes

<table>
<thead>
<tr>
<th>Departmental Board Members</th>
<th>In Attendance</th>
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<tbody>
<tr>
<td>David Sterling</td>
<td>Jonathan McNaught (minutes)</td>
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<tr>
<td>Claire Archbold</td>
<td>Anne Armstrong</td>
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<tr>
<td>Des Armstrong</td>
<td>Tony Simpson</td>
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<tr>
<td>Mark Bailey</td>
<td>Peter Cash (for item 11 only)</td>
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<td>Colum Boyle</td>
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<td>Siobhan Carey</td>
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<td>Jill Minne</td>
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<td>Julie Thompson</td>
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<td>Brigitte Worth</td>
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<td>Paul Wickens</td>
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<td>Stephen Hodkinson</td>
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<td>Dolores O’Reilly</td>
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1. Welcome/Apologies

David Sterling welcomed Members and noted apologies from Colin Sullivan, with Tony Simpson attending for him. Recognising this was the last Departmental Board for both Stephen Hodkinson and Dolores O’Reilly as Independent Members, David put on record his appreciation of the great support and expertise they had given to him, his predecessors and all Members during their time on the Board. He also wished them well for the future.

No conflicts of interest were registered.

2. Minutes from Previous Meeting/Matters Arising

The minutes of the meeting on 30th May were agreed.

Board Members noted progress against the action points from the previous meeting.

3. Finance Update

Brigitte Worth provided an overview of the Department’s financial position at the end of May 2017. She noted work had commenced on potential budgets requirements for 2018-19, with an anticipation of bringing a paper to the Board in the autumn.
4. **General Data Protection Regulation**

Brigitte Worth reminded Members of the coming into effect of the above in May 2018 and introduced an Action Plan for the Department readiness for implementation. The Board will receive a progress update in August and approximately every 2 months thereafter.

A discussion followed on a number of the aspects of the Action Plan.

    **Action:** Paul Wickens (ESS) and Des Armstrong (CPD) to discuss supplier arrangements.

5. **HR Information and Analysis**

Mark Bailey thanked Members for the feedback received on the previous “Monthly HR Report” and noted a revised template would be used for September’s reports. Members discussed the data in the May report and agreed further steps.

    **Action:** Mark Bailey to reflect on feedback
    **Action:** Secretariat to action future quarterly reporting

6. **EU Future Relations – Legislation Workstream Update**

Tony Simpson provided an update on the above, recording his thanks for the good engagement demonstrated by business areas. Claire Archbold also noted the wider work ongoing into EU Future Relations.

7. **Strategic Leadership**

Siobhan Carey provided Members with her reflection on working in NICS in comparison with Whitehall.

8. **PSG Update**

David Sterling provided Members with an overview of the last PSG meeting.

9. **Staff Brief Articles**

An outline of articles for the next Staff Brief were given to Members.

10. **Communications Update – Media Analysis**

Board Members noted the Communications Update and Media Analysis provided by Anne Armstrong.
11. **Review of Board Effectiveness**

Peter Cash, Senior Consultant in BCS, provided the Members with an overview of the proposed approach to the above. Members agreed an approach and thanked Peter for taking the time to discuss with the Board.

12. **AOB**

Members recognised this meeting was also likely to be David Sterling’s last as the Department’s Permanent Secretary, thanking him for his support and leadership during his time in post and wishing him well as Interim Head of the NI Civil Service.

Jonathan McNaught  
27th June 2017