DoF Departmental Board Meeting
Conference Room, Lanyon Plaza
Monday 25 September 2017, 10.30am – 1.35pm

Minutes

<table>
<thead>
<tr>
<th>Board Members / Deputies</th>
<th>In Attendance</th>
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<tbody>
<tr>
<td>Hugh Widdis</td>
<td>Martin Monaghan (minutes)</td>
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<tr>
<td>Claire Archbold</td>
<td>Anne Armstrong</td>
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<td>Des Armstrong</td>
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<td>Mark Bailey</td>
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<td>Colum Boyle</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>Siobhan Carey</td>
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<td>Liz Ensor</td>
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<td>Brian McClure</td>
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1. Welcome/Apologies

Hugh Widdis welcomed Members to the meeting. He noted an apology from Paul McGinn and advised that Claire Archbold was representing DSO at the meeting. He also advised that Colin Sullivan had now left the Department and that Brian McClure was representing SPAR at this meeting. Hugh added that Bill Pauley will be joining the Department in October to fill the SPAR Director post on a temporary basis.

Hugh welcomed Liz Ensor to her first Departmental Board meeting. He advised that Liz is one of two new non-executive members on the Board. The other new non-executive member, John Smyth, had sent his apologies for this meeting.

No conflicts of interest were registered.

2. Minutes from Previous Meeting/Matters Arising

The minutes of the meeting on 29 August 2017 were agreed.

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

3. Strategic Issues – DoF external communications

Colum Boyle updated Members on progress with the review of DoF external communications. He noted that he had met with Directors to discuss the
requirements of individual business areas and advised that the complexity of the issues meant that a more in-depth review was necessary. He outlined the process for conducting this work and asked Members to approve the initiation of a focussed review by Business Consultancy Services (BCS).

Board Members discussed the importance of having appropriately experienced staff dealing with external communications and agreed that work should be taken forward to develop a structure that would support strategic communication across the Department.

Board Members agreed that BCS would lead a review of external communications in DoF. They also agreed that Colum Boyle would chair the project board, containing representatives from each business area, and that a non-DoF expert in communications should be invited to provide support/input to the project team.

Action: C Boyle & A Armstrong

4. **GDPR Update – September 2017**

Brigitte Worth updated Members on the Department’s GDPR Action Plan and advised that future updates of the plan would be coded with a RAG status to highlight areas of concern. She asked Members to provide an update on actions attributed to them and to encourage attendance of key staff at the DoF GDPR seminar on 16 November 2017.

Action: B Worth

DB Members

Board Members discussed the impact of GDPR across the Department and it was agreed that a GDPR statement should be added to the stewardship statement to ensure that appropriate governance measures are in place in each business area. Members also discussed the complexities that GDPR introduces in relation to third party responsibilities in existing contracts and it was agreed that the action plan should be amended to detail the relevant input required from ESS, DSO and CPD.

In addition, Board members agreed that key actions from business area plans should be added to the Departmental GDPR action plan to give the Board proper oversight of progress.

Action: B Worth

DB Members

The Board meeting was adjourned at 11.45am to enable Board Members to meet LPS staff and hear about some of their work. This included a demonstration of the SpatialNI capability and a Q&A with Revenues & Benefits staff on the ‘Turn of Year’ challenges faced in the 2017 rating year.

The meeting reconvened at 12.25pm and Board Members recorded their appreciation for the efforts of LPS staff in arranging the two very interesting and informative sessions.
5. **Office Estate Energy Efficiency / Carbon Reduction Plan**

Paul Wickens referred Members to the draft Office Estate Energy Efficiency / Carbon Reduction Plan for 2017/18 to 2019/20 and sought approval for its publication.

Board Members noted the plan and, subject to some clarification on targets, it was agreed that the plan should be published.

6. **HR Information and Sickness Absence Analysis**

Mark Bailey referred Members to the latest HR Report for DoF and provided a summary of sick absence trends within the Department.

Board Members discussed the sick absence information and the importance of active intervention in sick absence cases in order to help both those who are off sick and their colleagues who are covering for the absence. It was agreed that NICS HR would review sickness absence in comparable organisations and liaise with NISRA and DoF Press Office to provide key messages alongside future publications.

**Action: M Bailey**

7. **Finance Update – Aug 2017**

Brigitte Worth provided an update on the DoF financial position as at the end of August 2017. She asked Members to consider and submit spending proposals for this year that would reduce budget pressures in future years.

Board Members discussed and agreed the commissioning of an information gathering exercise to establish the potential impacts of budget reductions in future years. Brigitte agreed to commission this work from business areas, prior to a Board workshop on the issue.

**Action: DB Members**

B Worth

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

Brian McClure advised that the DoF Legislation Workstream plan had now been submitted to TEO and that policy areas should keep a watching brief on developments.

9. **Staff Brief Articles**

Board Members noted the proposed articles for the next Staff Brief and suggested some additional content.
10. **Communications Update – Media Analysis**

   Anne Armstrong referred Members to the Communications Update and Media Analysis.

11. **PSG Update**

   Hugh Widdis provided Members with an overview of the recent PSG and NICS Board meetings.

12. **AOB**

   Brigitte Worth raised the issue of Casework Committees within the Department and noted that there had been a number of queries over the value that they added to the process.

   Board Members discussed the issue and agreed that since other strong governance arrangements were in place in DoF, there was no longer a need for separate Casework Committees.

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**Martin Monaghan**

26 September 2017