DoF Departmental Board Meeting

Boardroom, Clare House

Tuesday 29 August 2017, 10.30am – 1.15pm

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>Colin Sullivan</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>Paul McGinn</td>
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<td>David Marshall</td>
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1. **Welcome/Apologies**

Hugh Widdis welcomed Members to the meeting. He noted that Siobhan Carey and Claire Archbold had sent their apologies and that David Marshall and Paul McGinn were deputising for them. He also advised that the competition to identify new Independent Board Members was now complete and that the new non-executive members would be in place for the September Departmental Board meeting.

No conflicts of interest were registered.

2. **Minutes from Previous Meeting/Matters Arising**

The minutes of the meeting on 26 June were agreed.

Board Members noted progress against the action points from the previous meeting. It was agreed that a risk should be added to the Corporate Risk Register in relation to supplier obligations under the new General Data Protection Regulations.

**Action: P Wickens**

3. **Quarterly Monitoring and Finance Update**

Brigitte Worth referred Members to the Corporate Performance Report, which detailed progress at the end of June 2017 in relation to the 25 Departmental targets for 2017-18.
Members focused on the targets with an amber/green, amber or red status and discussed the reasons for slippage in these areas and the actions being taken to address this. They also discussed the status and ratings of the risks on the Corporate Risk Register and agreed that changes to these would be made as part of the Quarter 2 update. It was also agreed that a separate workshop would be arranged with Board Members to consider a 'zero based' approach to the development of the risk register.

**Action:** DB Members  
**B Worth**

Brigitte Worth provided an overview of the Departmental finance position at the end of July 2017. She advised that annual forecasts were currently recording an overspend in current expenditure against budget. However, the size of the pressure had eased in recent months and further reduced requirements were expected as the year progresses, so remedial action was not currently required. Brigitte also noted an easement in the Department’s capital position and invited Board Members to consider di minimis bids.

**Action:** DB Members

It was agreed that a meeting would be organised between Hugh Widdis, Brigitte Worth and Julie Thompson to discuss the Department’s financial position in more detail.

**Action:** B Worth

### 4. Budget 2018/19 – Contingency Budget Exercise

Julie Thompson provided an overview of the central budget planning exercise that had been commissioned to examine budget scenarios over the next few years. Brigitte Worth continued by advising of the work that was ongoing in the Department to examine the budget and establish the expenditure that had a statutory or strategic basis as opposed to being more discretionary in nature. She advised that a Stocktake meeting would take place in early September to discuss the prioritisation of spending in the Department in more detail.

**Action:** B Worth

### 5. HR Information and Analysis

Mark Bailey referred Members to the ‘Monthly HR Report’ and provided an overview of the key issues. He advised that the remuneration of average overtime payments during holiday periods was an issue that was escalating for a number of staff groups and he asked Board Members to consider the implications for their areas and take forward mitigating actions, as appropriate.

**Action:** DB Members
Mark also highlighted the importance of effective job evaluations within the NICS to ensure appropriate grading and management of risks. Board members discussed the issue and considered priority areas for review. They also agreed specific SCS posts within the Department for inclusion in the 2017/18 Grading Unit work programme.

6. **ESS Annual Update 2016-2017**

Paul Wickens referred Members to the Annual Update Report, which summarised ESS performance and achievements during 2016/17.

Board Members noted the update and it was agreed that a separate meeting would take place in relation to the business case for the Pathfinder project in Lanyon Plaza.

**Action: P Wickens, B Worth & C Boyle**

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

Colin Sullivan advised that the Legislation Workstream element of the EU Future Relations work was progressing well within the Department.

8. **Strategic HR Issues**

Jill Minne led a discussion on the strategic HR issues for the Department. She outlined the transformation that was ongoing in NICSHR and discussed the priorities for the organisation in the coming years.

9. **PSG Update**

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

10. **Staff Brief Articles**

Board Members noted and agreed the proposed articles for the next Staff Brief.

11. **Communications Update – Media Analysis**

Board Members noted the Communications Update and Media Analysis provided by Anne Armstrong.

12. **DARC Minutes (May 2017)**

Board Members noted the Departmental Audit & Risk Committee minutes.
13. **DARC Annual Report 2016/17**

   Board Members noted the 2016/17 Annual Report from the Departmental Audit & Risk Committee.

14. **AOB**

   Colum Boyle advised Members that he has asked Business Consultancy Service, as part of the review of external communications, to consider the most appropriate lead for Corporate Social Responsibility projects.

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**Martin Monaghan**

30 August 2017