DoF Departmental Board Meeting

The Boardroom, Clare House

Tuesday 30th May 2017, 10.30am – 12.15pm

Minutes

<table>
<thead>
<tr>
<th>Departmental Board Members</th>
<th>In Attendance</th>
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<tbody>
<tr>
<td>Colin Sullivan</td>
<td>Jonathan McNaught (minutes)</td>
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<tr>
<td>Claire Archbold</td>
<td>Anne Armstrong</td>
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<td>Des Armstrong</td>
<td>Joanne McBurney</td>
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<td>Mark Bailey</td>
<td>Seanin Ferguson</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>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

Colin Sullivan, chairing the meeting in David Sterling's absence, welcomed Members and noted apologies from both David and Julie Thompson, with Joanne McBurney attending for Julie. Seanin Ferguson was attending for the Agenda item on the draft DoF Business Plan.

No conflicts of interest were registered.

2. Minutes from Previous Meeting/Matters Arising

The minutes of the meeting on 24th April were agreed, subject to some minor rewording.

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

3. Draft DoF Business Plan

Brigitte Worth introduced a draft business plan for the Department, covering 2017-18, noting it was intended to frame the work of the Department and would be subject to review.
It was agreed that Members would consider the draft Plan, not least in light of an Outcomes Based Approach, and provide comments to Brigitte Worth and Seanin Ferguson by Wednesday 7th June 2017.

**Action: DB Members**

It was further agreed David Sterling (Seanin Ferguson to lead) should write to The Executive Office expressing the Board’s discussion iro PfG.

**Action: Seanin Ferguson to draft**

4. **2016/17 Provisional Outturn**

Brigitte Worth provided an overview of the Department’s 2016-17 Provisional Outturn performance, particularly its meeting of the targets set. She also noted the linkage in terms of targets with the draft 2017-18 Business Plan and requested Members consider these as per para 3 above.

Colin Sullivan noted the need to recognise and record this good performance in terms of meeting targets.

5. **2017-18 Contingency Budget Position**

Brigitte Worth outlined the current position, in the absence of an Executive, on a Departmental budget for 2017-18. This included seeking, and gaining, the approval of the Board for funding of 3 projects. Brigitte asked Members to continue to carefully monitor their budgets and engage with any future Monitoring Rounds at the earliest opportunity.

6. **HR Information and Analysis**

Mark Bailey introduced a “Monthly HR Report” for the period ended 30th April 2017 and sought the feedback of Members. It is also hoped that, in addition to the provision of this report to the Departmental Board, it can also be used at Business Area level too.

Mark reminded Members that NICS HR was still a new body within the Department and he was available to discuss any HR aspect with Members.

**Action: DB Members**

Mark also asked Members to note that performance management actions (end year reviews and PPS creation etc.) should be completed by 31st May 2017.

**Action: DB Members**

Recognising the development of NICS HR will involve both immediate issues and a longer term ‘transformation programme’, Colin Sullivan suggested that a future
7. **EU Future Relations – Legislation Workstream Update**

Colin Sullivan provided an update on the above, noting the appointment of a Project Manager and advising Members they would receive monthly updates at Board meetings. Members were reminded of the importance of this work and the potential for further workstreams to arise.

8. **Review of Board Effectiveness**

Brigitte Worth informed Members that a review of the Board’s effectiveness is now due under the current Board Operating Framework. Her paper suggested that annual reviews should be conducted automatically. Following a discussion on how best this could be achieved and demonstrate value, it was agreed that Business Consultancy Services would facilitate the process. Colin Sullivan suggested that, for the future, the Board should consider annually whether there is a need for a review, rather than automatically conducting a review.

It was agreed to refer this suggestion to Accountability and Financial Management Division for advice on whether the guidance should be amended.

**Action: AMFD**

9. **NICS Board Update**

Jill Minne provided an update on the NICS Board meeting of 26th May 2017.

10. **Staff Brief Articles**

These will be circulated to Members within the next few days.

11. **Communications Update – Media Analysis**

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

12. **AOB**

Dolores O’Reilly asked what the position is with the Head of the Civil Service and his retirement. Colin Sullivan indicated that HOCS had issued a note to staff advising of his intention to retire at the end of June 2017.
Colum Boyle thanked Colin Sullivan and his staff for planning and delivering a very good NICS Awards and NICS Live.

Jonathan McNaught
30th May 2017