

**MINUTES OF DEPARTMENTAL BOARD MEETING****DB 6/1****25 October 2016**

**Present:** Andrew McCormick (Chair)  
Chris Stewart  
Heather Cousins  
Derek Baker  
Eugene Rooney  
Wendy Johnston  
Andrea Quail  
David Beck  
Claire Hughes  
Sir Malcolm McKibbin, Head of Civil Service (Overview only)

**Apologies:** Stephen McMurray

**In Attendance:** John Simms (Secretariat)

<b>Agenda Item</b>	<b>Actions Arising From Discussion</b>	<b>Action Owner and Current Position (to be completed prior to the next Board Meeting)</b>
<b>Declaration of Interests</b>	None.	
<b>Chairman's Remarks</b>	<p>The Chairman briefed the Board on his recent engagements and meetings regarding NI's role in planning for the UK's exit from the EU.</p> <p>The Chairman welcomed the Board and advised that the Head of the Civil Service would attend the meeting.</p>	
<b>DB 5/1 Action Points from 27 September 2016 Departmental Board meeting</b>	The Board noted the minutes of the meeting on 27 <sup>th</sup> September 2016.	
<b>Overview by Sir Malcolm McKibbin</b>	Sir Malcolm McKibbin joined the meeting and briefed the Board on NICS issues including the draft Programme for Government, the Investment Strategy NI, the draft Social Strategy, and October	

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	monitoring/Budget. He also referred to the NICS of the Future initiative being led by the Permanent Secretaries.	
<b>NICS of the Future</b>	The Chair referred to Sir McKibbin's comments and briefed the Board on progress regarding NICS of the Future.	
<b>Programme for Government/Economic Strategy</b>	<p>The Board received a verbal update on DfE's role in respect of the draft Programme for Government and the draft Economic Strategy.</p> <p>The Board were advised that work was progressing well and that it was likely that the draft Programme for Government would issue for consultation following the Executive meeting on 29<sup>th</sup> October 2016.</p> <p>The consultation on the draft Economic Strategy would issue at a later date.</p>	
<b>Update on Non-Domestic RHI</b>	The Board received a verbal update on the Renewable Heat Incentive Scheme.	
<b>DB 5/2 Risk Management</b>	<p>The Board noted the addition of new actions on the Risk Register, including an action relating wayleaves in respect of Corporate Risk 1.</p> <p>Corporate Risk 4 – it was agreed that 'Assist' should be removed from the last bullet point in Column 4 (Cause of Risk).</p>	Heather Cousins – "Assist" removed.
<b>DB 5/3 Finance Report</b>	The Board were briefed on finance issues including October monitoring, forecast internal pressures/easements, and Budget 2017/18.	

<b>Agenda Item</b>	<b>Actions Arising From Discussion</b>	<b>Action Owner and Current Position (to be completed prior to the next Board Meeting)</b>
<b>DB 5/4 HR Business Partner Report</b>	The Board were briefed on Departmental HR issues including absence management, performance management and the centralisation of HR project.	
<b>DB 5/5 Update on the Implementation of the Review of Contract Management</b>	<p>The Board considered the paper and noted in particular Recommendation 6 – that all staff involved in Contract management, including compliance and Contract Managers should be appropriately trained including external qualifications or accreditation if possible.</p> <p>The Board asked that this Recommendation be brought to the attention of relevant staff as part of the in year and end year review process.</p>	<p>Heads of Group to cascade this message via their respective HODs.</p> <p>Verbal update</p>
<b>AOB</b>		
<b>Date of next Meeting</b>	The next meeting will be held on Thursday 24 November 2016 at 10.30am, Conference Room C, Netherleigh.	