

MINUTES OF DEPARTMENTAL BOARD MEETING

24 November 2016

Present: Derek Baker (Chair)
Chris Stewart
Heather Cousins
Eugene Rooney
Wendy Johnston
Stephen McMurray
David Beck
Claire Hughes

Apologies: Andrew McCormick

In Attendance: John Simms (Secretariat)
Michael Gould (DB 6/7)

Agenda Item	Actions Arising From Discussion	Action Owner and Current Position (to be completed prior to the next Board Meeting)
Declaration of Interests	None.	
Chairman's Remarks	<p>Derek Baker advised that he would act as Chair in the absence of Andrew McCormick.</p> <p>The Chair reported that the NICS Board had been developing a NICS of the Future initial implementation plan. This plan would provide for an early focus on a small number of interventions relating to leadership. Actions are aimed at developing senior leadership skills, behaviours and strategic leadership. Next steps paper to be brought to the January 2017 Board meeting.</p>	Andrew McCormick
DB 6/1 Action Points from 25 October 2016 Departmental Board meeting	The Board noted the minutes of the meeting on 25 th October 2016.	
Programme for	The Board received a verbal update	

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Government/Economic Strategy	on the consultation on the draft Programme for Government and also progress regarding the development of the draft Economic Strategy.	
Update on Non-Domestic RHI	The Board received a verbal update on the Renewable Heat Incentive Scheme.	
DB 6/2 Audit Committee Chair's Report	The Board noted the Audit Committee Chair's Report. The Board also discussed DfE representation on the Invest NI Audit Committee.	
DB 6/3 Draft DfE Business Plan – Progress Against Targets	The Board noted the Paper and the progress against targets in the draft 16/17 Business Plan. The Board asked that further consideration be given to reporting against targets in the draft Business Plan, and that targets in the draft Plan be cross referred against the draft Programme for Government and draft Economic Strategy to ensure consistency.	Heads of Group
DB 6/4 Risk Management	<p>The Board discussed the Paper. It was agreed that the next Board meeting (January 2017) should include a session on Risk Management, to include consideration of Risk Appetite and also how Risk Appetite aligns with references in the Risk Register. To facilitate this, the Board asked that descriptions relating to Risk Impact Types (ie Compliance, Operational etc) be provided.</p> <p>The Board asked that consideration be given to how emerging risks should be reflected in the Risk Register.</p>	<p>Heather Cousins</p> <p>Heather Cousins</p>

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	<p>The Board also asked that consideration be given to how the Risk Register should reflect the potential implications for DfE of the UK's exit from the EU, including current references in the Risk Register to an EU exit.</p> <p>The Board agreed that centralisation of HR should be reflected in the Risk Register.</p> <p>The Board agreed that the Risk Register should include an indicator to identify the period of time a risk has remained extreme or high.</p> <p>The Board asked that a number of changes be made to the Risk Register.</p>	<p>Heads of Group</p> <p>Wendy Johnston</p> <p>Heather Cousins</p> <p>Heather Cousins</p>
DB 6/5 Finance Report	The Board were briefed on the Finance Report, including forecast internal pressures and easements.	
DB 6/6 InvestNI Operating Plan	The Board noted the Paper.	
DB 6/7 Implications of the Apprenticeship Levy	Michael Gould joined the meeting and briefed the Board on the contents of Paper 6/7 – Implications of the Apprenticeship Levy. The Board noted that the Levy would be introduced on 6 April 2017 and that the Minister planned to issue a consultation aimed at opening engagement and further discussion with stakeholders, including those employers who will pay the Levy.	
DB 6/8	The Board noted the Paper.	

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NI Screen Operating Plan		
AOB	The Board agreed that Assurance Statements should be included on the Agenda for the January 2017 meeting.	Heather Cousins
Date of next Meeting	The next meeting will be held on Thursday 26 th January 2017 at 12.30pm. Lunch will be provided.	