

WEEKLY BUSINESS REVIEW MEETING

MONDAY 14 DECEMBER 2015

AGENDA

1. Matters Arising
2. PSG / Secretary's Issues
3. Ministerial Issues / Diary
4. Committee for Regional Development / Executive Committee / NSMC Issues
5. Emerging Issues
6. Stock-take Issues

ACTION POINTS

Present: Peter May
Andrew Murray
Moira Doherty
David Crabbe
Ken Mack

Apologies: John McGrath
Clare Baxter
Alan Doherty

Agenda Item No.	Action Required	Officer Responsible
1.	<p>Matters Arising</p> <p><u>Apprenticeship for the Board Scheme</u> Peter May said he had been in touch with the Chief Executive of Translink who had reacted positively. He will be following this up with him.</p> <p><u>Budget 2016/17 – Equality Impact Assessment</u> Peter said he wanted to ensure the Department did all it could to comply with EQIA requirements in relation to the Budget, and asked David to ensure business areas were aware of what had to be done and given all necessary advice etc.</p>	<p>Peter May</p> <p>David Crabbe</p>
2.	<p>PSG/Chairman's Issues</p> <p><u>16X16 Projects</u> Peter asked Andrew to ensure that there was a clear Benefits Realisation reporting mechanism for the projects within the Department.</p>	<p>Andrew Murray</p>

	<p><u>Flood Incident Line</u> David reported that a paper would be prepared for consideration by the DfI Shadow Executive Team in January 2016.</p>	<p>David Crabbe/Andrew Murray</p>
3.	<p>Ministerial Issues</p> <p><u>Contact with the Minister</u> Moira reported that arrangements were in place to make contact with the Minister over the holiday period.</p>	<p>Moira Doherty</p>
4.	<p>Committee for Regional Development (CRD) / Executive Committee / NSMC Issues</p> <p><u>Budget 2016/17 – Evidence to the Committee</u> Peter reported that DFP will be issuing guidance to departments regarding giving evidence to the respective departmental committees.</p> <p><u>PfG Inquiry</u> Peter said he would give consideration as to who would give evidence to the Committee and the format of the briefing required.</p>	<p>John McGrath to note</p> <p>Peter May/David Crabbe</p>
6.	<p>Stock-take Issues There is no Stock Take this week.</p>	<p>All to note</p>