

**WEEKLY BUSINESS REVIEW**  
**Monday 27<sup>th</sup> September 2021 @ 2:00pm**  
**A G E N D A**

1. Apologies
2. Matters arising
3. Minister's diary
4. Forthcoming Executive and Assembly business
5. Media and presentational issues
6. Fol and EIR requests
7. Chair's business
8. Emerging issues
9. Response, Recovery, Resilience
10. Preparation for weekly stocktake
11. AOB

**Action Points**

**Present:** Katrina Godfrey (Chair)  
 Andrew Murray  
 Julie Thompson  
 Declan McGeown  
 Sian Kerr  
 Áine Gaughran  
 Lindsay Rainey (note taker)

**Apologies**

<b>Agenda Item No.</b>	<b>Action Required</b>	<b>Officer Responsible</b>
<b>2.</b>	<b>Matters Arising</b> In relation to the business case for the Transport Hub, Declan would be discussing further with the team and with Translink this week ahead of a potential meeting with DoF.	<b>Declan</b>
<b>4.</b>	<b>Forthcoming Executive and Assembly business</b> Katrina reminded everyone that the Executive was scheduled to meet this evening to discuss Covid restrictions.	<b>All</b>
<b>5.</b>	<b>Media and presentational issues</b> Áine to discuss the handling of queries with Translink Press Officer.	<b>Áine</b>
<b>7.</b>	<b>Chair's business</b> Katrina provided an update from last Friday's NICS Board meeting, including in relation to EU Exit, Covid Recovery Plan, and the Spending Review.  She drew particular attention to the work DoF had	

	<p>been leading on 'Raising Concerns' which had been the subject of a paper to the Board. She reported that there had been widespread support for the concept and further work to be undertaken by DoF in response to feedback provided.</p> <p>She also reported on the key points from the Board's discussion on HR issues including special leave policy and vacancy management.</p> <p>Katrina asked those present to stress to their directors the importance of ensuring that official information, including that conveyed in submissions, was kept securely and not divulged outside the Department.</p> <p>Katrina also reported on updates from industry representatives in relation to supply chain and haulier issues and the possibility of further engagement. She and Julie would discuss further.</p> <p>Katrina drew everyone's attention to the responsibilities of SCS and Private Office staff regarding ensuring compliance with relevant guidance on Ministerial events.</p>	<p><b>All</b></p> <p><b>Katrina</b></p> <p><b>All</b></p>
<b>8.</b>	<p><b>Emerging issues</b> Grade 3s, Sian and Linda would meet this week in relation to New Ways of Working.</p> <p>Julie provided an update on the ongoing DVA work in relation to MOTs and Driving Tests.</p> <p>Julie provided an update in relation to the recent Solace session concerning the Transport Plans. Julie and Katrina to discuss the SEA aspect.</p> <p>The visit arrangements for the forthcoming BiC meeting were discussed.</p> <p>Andrew reported on the effective traffic management for the Balmoral Show.</p> <p>Andrew provided an update on a recent Roads &amp; Rivers staff roadshow, including the issues raised.</p> <p>Andrew and Declan would discuss further the assessment of affordable staffing linked to the Reservoirs Act.</p>	<p><b>G3s Sian</b></p> <p><b>Katrina Julie</b></p> <p><b>Andrew Declan</b></p>
<b>9.</b>	<p><b>Response, Recovery, Resilience</b> Julie gave an update on MOT process.</p>	

<b>11.</b>	<b>Next Meeting</b> The next meeting is scheduled for Monday 4 October at 2pm.	