WEEKLY BUSINESS REVIEW Monday 11 November 2019 9.15 am Ford Room Clarence Court A G E N D A

- 1. Matters Arising
- 2. PSS/Chairman's Issues
- 3. FOI
- 4. Emerging Issues

ACTION POINTS

Present Katrina Godfrey

Andrew Murray Julie Thompson John McGrath

Grainne McConnell

Robert Crawford (Notetaker)

| Agenda Item | Action Required | Officer |
|-------------|--|--------------|
| No. | | Responsible |
| 1. | Public pay policy Katrina advised that information on this had been sent to staff and no further communication of this by Permanent Secretaries was required. | |
| | Accommodation John McGrath advised that he had not yet received a reply to his letter to Sue Gray. He proposed that a Steering Group be set up with representatives from Dfl and Properties Division. Katrina asked that the Group provide her with regular reports which she could share with Sue Gray. | John McGrath |
| 2. | PSS Katrina provided an update on discussion at PSS, noting that the meeting had received a presentation from NI Libraries which she would circulate. Ket points to note include: Plans for a budget engagement exercise were underway and some work on grant mapping was also | |

being undertaken. Katrina asked Finance Division to contact DoF to see if any action was needed from DfI on the latter. Staff survey was now live, with the first week response rate slightly lower than last year. • NICS Awards – DoF reported on the particularly high quality of nominations this year. DoF was proposing to look at the Staff Bonus Scheme across all NICS departments. Katrina and Grainne noted that the Dfl Staff Engagement Forum had been working on its own proposals. Departments would be asked to comment on possible provisions for a same sex marriage Bill. National Archives had published online all EU legislation in force in the UK and this was a very useful resource. OLC colleagues were arranging for a presentation to PSS. Implications of JR80 judgment for decision-making needed further consideration. DoF would write to Departments about holiday pay. Katrina asked Andrew to pass on her congratulations to those **Andrew Murray** working on the A6 at that weekend for completing the work ahead of schedule, and also those working to deal with 160 flooding incidents in addition to a busy winter service schedule. Andrew Advised that the NIAO report on capital projects was not now likely to be published until the New Year. Katrina and Grainne gave an update on the Staff Engagement Forum meeting on 6 November. Work by the Forum in 2019 included developing proposals on Communication; Reward and Recognition; and Induction and Training. Forum members reported feeling better supported by senior leaders which was positive news. The staff magazine had also been welcomed and work was almost complete on updated guidance for team briefing. Katrina asked that Grade 3s seek confirmation from their Grade 3s Grade 5s that in-year reviews had been completed for their G6s and G7s. 3. **FOI** report WBR noted the contents of the current report.

4. Emerging Issues

Grainne McConnell

Grainne advised that Communications Team would shortly issue guidance on team briefing.

Grainne provided an update on the Belfast City Centre Connectivity event. She would contact DfC to discuss representation and handling.

WBR noted that requests/correspondence were being dealt with in accordance with the guidance issued by HOCS.

Grainne provided an update on recent/current media reporting.

Grainne advised that the new SIO in Comms would have a particular focus on Road Safety.

Grainne noted that Katrina would be visiting the salt mine on 27 November.

John McGrath

John advised that he would be discussing the in-year monitoring position with Terry Deehan and there would be a meeting of the Finance Committee to consider this.

Andrew Murray

Andrew provided an update on discussions with Derry and Strabane City Council about City Deal planning. Some clarification would be needed about respective responsibilities.

Julie Thompson

Julie provided an update on Casement Park.

Julie advised that she would be meeting Dalradian representatives to discuss progress on their application.

DfI had written to BCC inviting it respect of its Local Development Plan and a response was awaited.

Julie reported on a good meeting with Roads and Rivers staff about diversity and inclusion.

Julie advised that there would be further communication on JAM card training this week. She asked that G3s encourage

Grainne McConnell

Grainne McConnell

Grade 3s

| 5 | A system of the string and Grade 3s would meet to discuss this. Next Meeting: Monday 18 November, 9.15. Ford Room (Julie to chair in Katrina's absence) | and Grade 3s |
|---|---|-----------------|
| | managers to ensure that all staff do the online training. Julie reported on a meeting with DoF on 8 November which explored the long-term direction and funding for strategic infrastructure. Katrina and Sue would discuss further in the coming weeks what work it would be useful to progress to inform advice for returning ministers and how best to take this forward. Following a discussion about assurance statements it was | Katrina Godfrey |