

WEEKLY BUSINESS REVIEW MEETING

MONDAY 14 JANUARY 2019

AGENDA

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

ACTION POINTS

Present: Katrina Godfrey
Andrew Murray
John Irvine
John McNeill
Tom Kennedy
Grainne McConnell
Robert Crawford
Alan Doherty (notetaker)

Apologies: John McGrath

Agenda Item No.	Action Required	Officer Responsible
1.	<p>Matters Arising</p> <p><u>People Survey</u> Katrina informed WBR she had received the preliminary findings from the survey. She asked that Grainne and Frank McNally arrange a meeting with her to discuss the matter further. She asked Andrew to chair the next SCS meeting on Thursday and to raise the matter with colleagues. In the meantime Katrina undertook to circulate the preliminary findings.</p> <p><u>Brexit Contingency Arrangements</u> Katrina updated WBR on the contingency meeting with HOCS last week.</p> <p><u>Major Incident in Clarence Court</u> Tom informed WBR that he was awaiting the outcome of a decision from colleagues in Property Services, which would indicate how the building's future would be determined.</p> <p><u>Decisions taken under the NI (EFEF) Act 2018</u> Andrew informed WBR that he had a number of issues which may come under the auspices of the Act and he would welcome advice. Robert undertook to speak to him after the meeting.</p>	<p>Grainne McConnell/ Frank McNally</p> <p>Tom Kennedy</p> <p>Robert Crawford</p>

<p>2.</p>	<p>PSS</p> <p><u>Budgetary Matters</u> Katrina updated WBR on the outcome of January monitoring and on feedback received following the pre-Christmas meetings with NIO and HMT that each department had attended.</p> <p>Before closing this matter Katrina asked Grainne to consider how the Department would respond to media queries when news of the 2019/20 Budget was eventually made public.</p> <p><u>Contingency Arrangements</u> Katrina informed WBR that Departments should soon receive details of staff who had volunteered to man the C3 arrangements in each Department. She asked Tom to liaise with G5's to ensure if they were content that their respective staff could be released to man the arrangements. In the meantime she suggested that appropriate training should commence as soon as possible. Finally she asked Tom to provide her with details of how the Department's arrangements would work across 24 a typical hour period.</p> <p><u>CBI Infrastructure Forum</u></p> <p>Andrew agreed to represent the Department at its next meeting on 25 January to present the findings of the Barton Report. Robert undertook to provide Andrew with a copy of the slides which Katrina would use at her forthcoming appearance before the Institute of Directors.</p>	<p>Grainne McConnell</p> <p>Tom Kennedy</p> <p>Tom Kennedy</p> <p>Andrew Murray to note</p> <p>Robert Crawford</p>
<p>3.</p>	<p>Emerging Issues</p> <p><u>Roads – Purchase of Gritters</u> Andrew pointed out that it would be helpful to commit funding for next year's gritter purchases by the end of this month, to ensure they would be delivered before the 2019/20 Winter Season. He undertook to discuss this with John McNeill.</p> <p><u>UK Draft Soft Power Strategy</u> Tom was requested to circulate the draft Strategy to Grade 3's for any comments they wished to make.</p> <p><u>Well Being</u> WBR supported Tom writing to staff on a number of well-being issues such as "mental health".</p>	<p>Andrew Murray</p> <p>Tom Kennedy</p> <p>Tom Kennedy</p>
<p>4.</p>	<p>Next Meeting</p> <p>The next meeting of WBR will be held on Monday 21 January, at 9.15am in the Ford Room.</p>	<p>WBR to note</p>

