

WEEKLY BUSINESS REVIEW MEETING

MONDAY 21 JANUARY 2019

AGENDA

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

ACTION POINTS

Present: Katrina Godfrey (for part of the meeting)
Andrew Murray
John Irvine
Tom Reid
Grainne McConnell
Robert Crawford
Alan Doherty (notetaker)

Apologies: John McGrath
Tom Kennedy

Agenda Item No.	Action Required	Officer Responsible
1.	<p>Matters Arising</p> <p><u>People Survey</u> Andrew informed WBR that last week's SCS meeting had discussed the preliminary findings of the Survey. This included the Department's low scoring in "Leadership and Managing Change", "Taking Action" and Whistleblowing". The SCS had discussed the possible reasons behind these scores and potential actions which might be taken to redress them. These included greater engagement with middle management grades (DP and SO) and the possible re-introduction of hard copy papers for team meetings and Departmental staff publications. It was also recognised that whistleblowers should receive more support.</p> <p>Robert added that he had attended the People Survey Interdepartmental Group. HOCS was to write to staff when the results were published, setting out the key results and some of the high level actions planned in response. Departments would receive a more detailed analysis of the survey (expected to issue by 25 January) by business area, with a report on comments following later. Robert advised that the Group had identified the need to address the issue of engagement with lower grades/industrial staff.</p>	WBR to Note

	<p>Departments would also be provided with the key messages arising from the analysis, to which they should add their own messages for briefing their staff. There would be provision for poster and leaflet format, and it was expected that team briefings would be used to ensure that information be shared with staff.</p> <p>Katrina said she would like further discussion to take place once the analysis had been received. Andrew added that the SCS had agreed to re-visit the issue once they had seen a more detailed analysis of the results.</p> <p><u>EU Eexit Contingency Arrangements</u> Katrina updated WBR on the latest contingency meetings she had attended with HoCS and other Permanent Secretaries.</p> <p><u>Major Incident in Clarence Court</u> In Tom’s absence Robert reported that we still awaited the outcome of a decision from colleagues in Property Services, which would indicate how Clarence Court’s future would be determined.</p> <p><u>Decisions taken under the NI (EFEF) Act 2018</u> Andrew informed WBR that he had received advice on a number of issues which may come under the auspices of the Act. He was grateful for advice from Robert and had requested that further consideration be given to the issues to enable a submission to be drafted for Katrina, which he would copy to Robert.</p> <p><u>Budgetary Matters</u> Grainne said she was to meet EIS officials later in the week to be briefed on possible lines to media queries on the forthcoming budgetary settlement.</p> <p><u>CBI Infrastructure Forum</u> Andrew informed WBR the forum had been delayed and he awaited notification of the new date.</p> <p><u>Purchase of Gritters</u> Andrew advised WBR he had spoken to John McNeill and as a result he had identified capital for the purchase of new gritters, which would be delivered in time for the 2019/20 winter season.</p> <p><u>Well Being</u> Robert (on behalf of Tom) reported that work continued on the memo to staff on a range of well-being issues.</p>	<p>WBR to Note</p> <p>Andrew Murray</p> <p>Grainne McConnell</p> <p>WBR to Note</p> <p>WBR to Note</p> <p>Tom Kennedy</p>
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<p>2.</p>	<p>PSS</p> <p>Katrina updated WBR on a number of issues which were discussed at this week’s meeting including the Board Room Apprentice Programme; new arrangements for publication of Permanent Secretary expenses; and progress in redrafting the Civil Service Code.</p> <p>Regarding the latter Robert briefed WBR on his attendance at a meeting with DOF officials who were liaising with departments on issues raised by the RHI Inquiry. Further briefing on this would be provided to Departments as the work progressed.</p>	
<p>3.</p>	<p>Emerging Issues</p> <p><u>EU Eexit Contingencies</u> Tom reported he was participating in a video conference with HMRC officials, which was likely to concentrate on communications.</p> <p><u>EFEF Act</u> John reported he would soon re-submit a case regarding Old Bridge Road to Katrina for her further consideration.</p> <p><u>Transport Hub</u> Grainne reported Press Office had received a number of press queries in respect of the Hub. John provided an update on the planning process and next steps.</p> <p><u>NICS Live 2019</u> Grainne reported preparations continued for this year’s event which was scheduled for 15 May. Organisers were looking for “inspirational speakers” and she asked WBR to let her have any suggestions. John suggested consideration be given to the work being undertaken at the Hydebank Young Offenders Centre.</p> <p><u>Civil Service Practices/Activities during the approach to the forthcoming Local Government Elections</u> WBR agreed to discuss this further at next week’s meeting.</p>	<p>WBR to Note</p> <p>John Irvine</p> <p>WBR to Note</p> <p>Grainne to note</p> <p>Alan Doherty to Note</p>
<p>4.</p>	<p>Next Meeting</p> <p>The next meeting of WBR will be held on Monday 28 January, at 9.15am in the Ford Room.</p>	<p>WBR to note</p>