

**WEEKLY BUSINESS REVIEW**  
**Monday 21 September 2020 @ 2 pm**  
**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. Preparation for weekly stocktake
10. AOB

**Action Points**

**Present**            Katrina Godfrey  
                          Linda MacHugh  
                          Julie Thompson  
                          Conor Loughrey  
                          Áine Gaughran  
                          Sian Kerr  
                          Jeff Johnston (note taker)

**Apologies**        Andrew Murray

Agenda Item No.	Action Required	Officer Responsible
<b>2.</b>	<p><b>Matters Arising</b></p> <p>Check position on issue of note to staff regarding the return of normal Assembly business.</p> <p>Julie to raise lack of consultation response from local council at Stocktake.</p> <p>Conor to raise external audit report of Health &amp; Safety and circulation of ADEPT paper with Andrew.</p> <p>Linda to obtain feedback from Minister on the Weekly Lines to Take updates.</p> <p>Dfl leave stats at the end of August to be circulated by DoF.</p> <p>Letter of thanks from Minister to Translink to be drafted.</p>	<p><b>Lindsay</b></p> <p><b>Julie</b></p> <p><b>Conor</b></p> <p><b>Linda</b></p> <p><b>Linda</b></p>

4.	<p><b>Forthcoming Executive and Assembly Business</b></p> <p>Orals this afternoon and Minister appearing at Committee on Wednesday. Jeremy to be asked to attend pre brief.</p> <p>Katrina to speak with Minister re case work.</p>	<p><b>Sian</b></p> <p><b>Katrina</b></p>
5.	<p><b>Media and presentational issues</b></p> <p>Áine to liaise with Joe Lawson regarding promotional photo opportunities with Minister in relation to Winter Service.</p> <p>Aine to check latest position re DfC Revitalisation Fund.</p>	<p><b>Áine</b></p> <p><b>Áine</b></p>
6.	<p><b>Fol and EIR requests</b></p> <p>Katrina highlighted the need to ensure that FOI deadlines are met and that holding responses issue or extensions sought when necessary.</p>	<p><b>All</b></p>
7.	<p><b>PSS/Chair's issues</b></p> <p>It was noted that there is a NSMC sectoral meeting in the coming weeks. Sian to check if there are process maps in place for NSMC that can be circulated.</p>	<p><b>Sian</b></p>
8.	<p><b>Emerging Issues</b></p> <ul style="list-style-type: none"> <li>• Grade 3s to highlight importance of staff with COVID-19 symptoms not attending the work place.</li> <li>• Promotional material re the 20mph scheme</li> </ul>	<p><b>Gr3s</b></p> <p><b>Conor</b></p>
10.	<p><b>Next Meeting</b></p> <p>The next meeting will be held on Monday 28 September at 2pm.</p>	