

WEEKLY BUSINESS REVIEW MEETING

MONDAY 5 NOVEMBER 2018

AGENDA

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

ACTION POINTS

Present: Katrina Godfrey
John McGrath
Andrew Murray
Tom Kennedy
Linda MacHugh
Alan Doherty (notetaker)

Apologies: John Irvine
Grainne McConnell

Agenda Item No.	Action Required	Officer Responsible
1.	<p>Matters Arising</p> <p><u>NI Executive Formation and Exercise of Functions Act 2018</u> Katrina indicated she wished to discuss planning issues with John Irvine in light of the Northern Ireland (Executive Formation and Exercise of Functions) Act 2018 now being law.</p> <p>Katrina also asked John McGrath to update her on the Department's forthcoming Public Appointments in light of the new legislation.</p> <p>Katrina asked Tom Kennedy to speak to Neil Jackson about the Centre's plans for monitoring decisions taken by Departments during the suspension of the Assembly.</p> <p>Katrina asked Tom to speak to Neil Jackson regarding the operation of the associated guidance.</p> <p><u>Handling of Permanent Secretary Correspondence from Elected Representatives</u> Katrina said she would speak to Alan about this matter when her diary permitted.</p>	<p>Katrina Godfrey / John Irvine</p> <p>John McGrath</p> <p>Tom Kennedy</p> <p>Tom Kennedy</p> <p>Katrina Godfrey / Alan Doherty</p>

<p>2.</p>	<p>PSS/Chairman’s Issues</p> <p><u>Brexit</u> Katrina pointed out the importance of contingency planning for all eventualities including a “no deal” scenario.</p> <p>Following a short discussion Linda MacHugh undertook to provide Katrina with a draft letter to the Chief Executive of NI Water on the supply of chemicals throughout the transition period.</p> <p><u>Food Safety</u> On a related issue Katrina said she had been asked to provide an official to attend an inter-departmental meeting on this issue. John McGrath undertook to identify an appropriate individual.</p> <p><u>Talent Management Grid</u> WBR felt that the current draft of the grid was “over engineered” and needed a bit more development. Katrina said she would forward on comments.</p>	<p>WBR to note</p> <p>Linda MacHugh</p> <p>John McGrath</p> <p>Katrina Godfrey</p>
<p>3.</p>	<p>Emerging Issues</p> <p><u>City Deals</u> Katrina said she would like to meet with John McGrath and Tom Reid to discuss City Deals.</p> <p><u>Policy Forum</u> Andrew informed WBR that Robin Totten was making a presentation to the Forum. Katrina suggested it may be worth speaking to Robin before the event regarding the content of his presentation.</p> <p><u>Mobile Phones – Departmental Policy</u> Andrew informed WBR that purchase of phones had been delegated to G7 level. He was also concerned about possible abuse of the type of phone procured. Tom agreed to investigate.</p> <p><u>Suicide Prevention</u> Andrew advised WBR that Pat Doherty had seen a Network Rail presentation on this issue which he thought was very effective. WBR agreed it may be useful to share the presentation with Translink but requested Tom to speak with officials in the Public Health Agency regarding a possible wider circulation.</p>	<p>Katrina Godfrey</p> <p>Andrew Murray</p> <p>Tom Kennedy</p> <p>Tom Kennedy</p>
<p>5.</p>	<p>Next Meeting</p> <p>The next meeting will be held on Monday 12 November at 9.15am in the Ford Room.</p>	<p>WBR to note</p>