

WEEKLY BUSINESS REVIEW
Monday 7 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
 Andrew Murray
 Julie Thompson
 Áine Gaughran
 Sian Kerr
 Lindsay Rainey (Note taker)

Apologies: Michaela Glass

Agenda Item No.	Action Required	Officer Responsible
2.	<p>Matters Arising Letter to Solace highlighting change of format for spring and autumn Council meetings to issue this week.</p> <p>Note to issue to staff regarding the return of normal Assembly business and the need to continue the good performance in relation to AQs. Lindsay to speak to Gavin Irwin re any details that need to be included.</p>	<p>Katrina</p> <p>Katrina</p> <p>Lindsay</p>
3.	<p>Minister's Diary Check that official will accompany Minister to the adjournment debate on Tuesday.</p>	Andrew/ Lindsay
5.	<p>Media and Presentational Issues Media lead in relation to COVID Recovery Revitalisation to be discussed with Minister.</p> <p>Directors to be reminded of the need to give Press Office adequate time to arrange press announcements through early consultation and their involvement in the media presentation section of relevant submissions.</p>	<p>Áine</p> <p>G3s</p>

Agenda Item No.	Action Required	Officer Responsible
	Directors to be reminded of the Department's statutory responsibility re website accessibility and the need to ensure that their webpages are up to date and relevant to the public.	G3s
7.	<p>Chair's Business NICS message remains the same, work at home if you can.</p> <p>Directors to be reminded that line managers should pro-actively consider staff leave position and encourage everyone to use their leave.</p> <p>Thanks from DE to be passed on to Translink in relation to work done to facilitate home to school transport</p>	<p>All</p> <p>G3s</p> <p>Linda</p>
8.	<p>Emerging Issues Issues discussed included:</p> <ul style="list-style-type: none"> • Lack of consultation response from local council re Dalraidian. • Position regarding major planning applications. • Funding for post graduate certificate in public administration. • Presentations by arms length bodies to Committee for Infrastructure. • Public Transport Public Service Agreement. • Position re Accountability Grid in relation to roads maintenance strategy. • Newry Southern Relief Road. • External audit report of Health & Safety. • Papers from ADEPT's Transport and Connectivity Board meeting to be circulated. • NIAO Capability and Capacity Report to be published soon. 	<p>Julie</p> <p>Katrina</p> <p>Linda</p> <p>Linda</p> <p>Linda</p> <p>Andrew Andrew Andrew Andrew</p>
10	<p>AOB Official to accompany Minister to briefing of Committee to be identified.</p> <p>Commissioning note for weekly Lines to Take update to be commissioned, copied to G3s. G3s to critically review for their business areas and remind directors of the need for timely replies.</p> <p>Draft Departmental Business Plan to be issued to Departmental Board members for comment. In parallel, G3 changes to be sent to Lindsay.</p>	<p>Katrina</p> <p>Lindsay</p> <p>Julie/Andrew w/ Linda</p> <p>Lindsay</p> <p>G3s</p>
	<p>Next Meeting The next meeting is scheduled for Monday 21 September at 2pm.</p>	Lindsay