

WEEKLY BUSINESS REVIEW MEETING

MONDAY 8 JANUARY 2018

AGENDA

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

ACTION POINTS

Present: Peter May
Andrew Murray
Fiona McCandless
Tom Kennedy
Linda MacHugh
David Crabbe
Louise Thompson
Alan Doherty (Note taker)

Apologies: John McGrath
Grainne McConnell

Agenda Item No.	Action Required	Officer Responsible
1.	<p>Matters Arising</p> <p><u>Clarence Court Hospitality Provision</u> Peter asked Tom to speak to company management to expedite their discussions with canteen staff.</p> <p><u>NI Draft Budget 2018/19</u> Peter asked Grainne to speak to Finance colleagues regarding ongoing media issues related to the Budget and indicated that he was content to meet management teams in Translink and NIW regarding this issue.</p>	<p>Tom Kennedy</p> <p>Grainne McConnell</p>
2.	<p>Chairman's issues</p> <p><u>NIW Works</u> WBR agreed that NIW officials should brief appropriate DFI and DOF officials regarding the forthcoming works and likely impact on Clarence Court. Peter also requested a note be prepared for him setting out the details of the proposed works.</p> <p><u>Year of Infrastructure</u> Grainne confirmed that a number of events had been planned</p>	<p>Andrew Murray / Linda MacHugh</p> <p>Linda MacHugh/NIW</p>

	<p>throughout the coming year to highlight the Department's interface with this initiative. She confirmed she would liaise with business areas as appropriate and undertook to circulate a copy of their programme.</p> <p><u>Interconnector</u> Peter asked Grainne to speak to Planning colleagues about this matter.</p>	<p>Grainne McConnell</p> <p>Grainne McConnell</p>
3.	<p>Emerging Issues</p> <p><u>Knockmore to Lurgan Track Ballast Rehabilitation Project</u> Peter asked for an update regarding this issue.</p> <p><u>Government Advertising Unit – Belfast Gazette</u> Peter asked Andrew to prepare a briefing note on the additional cost to the Department of the new arrangements.</p> <p><u>Unmetered Electricity</u> Peter asked Andrew to provide him with an estimate of cost of electricity before a decision could be made for the purchase of electricity for the following year.</p> <p><u>Publication- Regional Community Resilience</u> Peter asked Grainne to circulate a copy of this publication.</p> <p><u>Business Continuity Planning</u> Tom recommended that WBR colleagues review their business continuity planning arrangements in case numbers of staff affected by the flu increased dramatically.</p> <p><u>Forthcoming Board Meetings</u> Peter asked Tom to come and speak to him regarding forthcoming meetings.</p>	<p>John McGrath/Moira Doherty</p> <p>Andrew Murray</p> <p>Andrew Murray</p> <p>Grainne McConnell</p> <p>WBR colleagues to note</p> <p>Tom Kennedy</p>
4.	<p>Next Meeting</p> <p>The next meeting will be held on Monday 15 January, at 9.15 at a venue to be notified.</p>	<p>WBR to note</p>