

**SUMMARY OF THE OFMDFM DEPARTMENTAL BOARD MEETING
ON 8 DECEMBER 2003**

PRESENT: **Mr Hamilton, Mrs Angus, Mr Gray, Mr McCartney, Dr Smyth, Ms Bunting, Ms Flanagan, Mr McConnell, Mr Stewart**

IN ATTENDANCE: **Mr Higgins (Secretary),**

APOLOGIES: **Mr Grimason, Mr Haire, Mr Jardine,**

The Board paid tribute to Mr Haire, on his transfer to the Department of Learning on 10 December, acknowledged his application and huge contribution to the work of the Department and conveyed their best wishes to him for the future.

1. Minutes of Last Meeting

The summary of the Departmental Board meeting on 11 November 2003 was noted and agreed.

2. Matters Arising

The Department's change manager, Margaret O'Hare, addressed the meeting on the Department's e-HR project.

3. Standing Items

Assembly Issues

Ms Flanagan updated the Board on the arrangements being considered to address post election Assembly matters.

4. Current Issues

(a) Mid-Year Career Development Profiles

The Board discussed Career Development Profiles, which are completed on an annual basis by each Senior Civil Service member as part of their mid-year performance review. It was agreed that each Director would ensure

that the profiles for their directorates are completed and that the item would be included for discussion at the 12th January 2004 Board meeting.

Action: Directors

- (b)** Margaret O'Hare, the Department's Business Change Manager addressed the meeting with a brief overview of her role and the electronic-Human Resource (e-HR) programme. E-HR aims to provide flexible business and electronic solutions for a wide range of human resource services, namely payroll, personnel, pensions and recruitment. An e-HR Programme Board, representing all Departments, and Departmental Project teams are taking forward the e-HR programme work.

5. Papers

a) Knowledge Management Strategy

Mrs Angus tabled a draft paper on the Department's Knowledge Management Strategy. It was agreed to produce a brief summarised version which could be issued to staff **Action: Mrs Angus.**

b) Records Management Policy Statement

Mrs Angus tabled a paper on the Department's Records Management Policy which provides the necessary mandate for the appropriate performance of all records and information management keeping functions within the Department. The Board endorsed the Records Management Statement.

c) Graduate Staff Officer 2004 Intake

Mrs Angus tabled a paper on the annual recruitment competition for graduate Staff Officers which sought the approval of the Board to fill Staff Officer vacancies through the graduate recruitment competition. The Board endorsed the recruitment proposal.

d) Service Delivery Agreement (SDA) Progress Report

Mrs Angus tabled a progress report on SDA performance targets for the first and second quarters of the 2003-2004 financial year for the

information of the Board. A target was noted for amendment and inclusion in the progress report. **Action : Corporate Services Division.**

e) Team Brief

Mr Hamilton tabled the Departmental Brief for December 2003 and the Board approved a number of amendments which would enable the subsequent team briefing process to commence within the Department. It was agreed to include new Dear Accounting Officer (DAO) policy papers in future Departmental Briefs. **Action : Corporate Services Division.**

6. Tour de Table

- a) Mr Gray reported on work associated with the Civil Partnerships Bill and the need to maintain progress in this area.
- b) Ms Bunting updated the Board on New TSN issues and regulations which came into effect on 2 December on sexual orientation and Single Equality Bill.
- c) Mr Stewart reported on recent developments in relation to the Reinvestment and Reform Initiative.
- d) Mr McConnell reported on favourable comments, on the Review of Public Administration, from speakers at a recent conference on the Future of Public Administration in Northern Ireland.
- e) Ms Angus reported on guidance to staff in relation to the forthcoming industrial action by the Northern Ireland Public Service Alliance and key issues about the December financial monitoring round.

7. Any Other Business

It was agreed key strategic management issues, as outlined in the Department's Corporate Governance Arrangements document, would be included for discussion at the next Board meeting.

Action: Corporate Services Division.

8. Date of next meeting

The next meeting of the Departmental Board will be on Monday 12 January 2004 at 9.00am.

Mark Higgins

15 December 2003