

**SUMMARY OF THE OFMDFM DEPARTMENTAL BOARD MEETING  
ON 10 MARCH 2003**

**PRESENT:** Mr Hamilton, Mr Haire, Ms Bunting, Ms Flanagan,  
Mr McConnell, Mr McCartney, Mrs Angus, Mr May,  
Mr McKervill.

**IN ATTENDANCE:** Mrs Rooney, Miss Dullaghan, Mr Ferguson  
(Secretary).

**APOLOGIES:** Mr Gray, Mr Jardine, Dr Smyth, Mr Grimason.

**1. Minutes of Last Meeting**

The minutes of the Departmental Board meeting on 24 February 2003 were noted and agreed.

**2. Matters Arising**

The Board noted that Mrs Angus had circulated a note to Directors reminding them of the need to alert staff, and particularly those who have been temporarily redeployed, to the Department's plans for restoration.

**3. Preparation for Restoration**

Mr Hamilton updated the Board on the Government's plans to introduce legislation to amend both the date of the election and the date of dissolution. Mr Hamilton emphasised that whilst restoration was by no means certain it was essential that the Department must be in a position to respond effectively when or if it occurs.

#### **4. Papers**

##### **a) Equality Scheme Progress Report**

The Board noted and agreed the Equality Scheme progress Report. Ms Bunting updated the Board on plans to produce an Equality Scheme Annual Report and sought the co-operation of Board members when information for the Annual Report is being compiled. The Board discussed amending the Department's Equality Scheme to reflect changes that have occurred since it was produced and agreed that there was a need to engage with the Equality Commission on this issue.

**[Action: Ms Bunting]**

##### **b) Prince's Trust**

The Board discussed and agreed a paper from Mrs Angus concerning OFMDFM's participation in the Prince's Trust Volunteer Programme. An explanatory note outlining the Programme will be circulated to all staff in due course.

**[Action: Mrs Angus]**

##### **c) Team Brief**

The Board discussed a paper from Mrs Angus inviting them to identify topics for inclusion in the March 2003 issue of the Team Brief. The paper followed on from the Report on the Review of Team Briefing in OFMDFM, which recommended that the Departmental Board should play a greater role in determining the content of the Departmental Brief. Several topics were identified and it was agreed that Directors would forward their contributions to the Team Briefing Co-ordinator by 19 March.

**[Action: Directors]**

## 5. Tour de Table

- Mr McKervill updated the Board on a number of information issues scheduled for the coming week including consultation on water reform and the Portadown Framework.
- Mrs Angus updated the Board on a range of issues including budgets for 2003/04, plans to organise budget holder seminars, the risk management framework and development of a Harassment and Bullying policy. Mrs Angus also updated the Board on the latest developments in relation to contingency planning.
- Mr McCartney updated the Board on his plans to meet with the Examiner for Statutory Rules.
- Mr May reported that Ian Pearson had recently concluded a series of ministerial bi-laterals on the issue of Reform Plans. Mr May confirmed that these Plans would be published at the end of March 2003 as part of Service Delivery Agreements.
- Ms Bunting updated the Board on some recent developments on the community relations' front.
- Mr McConnell updated the Board on his recent study visit to Australia and New Zealand and agreed to provide a more detailed readout of his visit at the next senior management meeting on 20 March.

**[Action: Mr McConnell]**

- Ms Flanagan updated the Board on some recent developments on the issue of funding for the North/South language body.

## 6. Any Other Business

No other business was discussed.

**7. Date of next meeting**

The next meeting of the Departmental Board will be on Monday 24 March 2003 at 10.45 am.

**Michael Ferguson**

10 March 2003.