

**SUMMARY OF THE SENIOR MANAGEMENT MEETING
ON 10 DECEMBER 2003**

PRESENT:	Mr Hamilton	APOLOGIES:	Mrs Angus
	Ms Bunting		Mrs Cummins
	Ms Elliott		Mr Gray
	Ms Flanagan		Mr Grimason
	Mr Gamble		Mr Jardine
	Mr Jackson		Mr Johnston
	Mr McCluggage		Mr McCartney
	Mrs McAuley		Mr McConnell
	Dr Mulligan		Mr McCormick
	Mr O'Neill		Mr McKervill
	Dr Smith		Mr Shannon
	Mr Stewart		Dr Smyth
			Ms Wilson
IN ATTENDANCE:	Mr Higgins (secretary)		

1. Summary of last meeting

The summary of the Senior Management Group meeting held on 14 November was noted and agreed.

2. Assembly Issues

Ms Flanagan updated the meeting on a range of Assembly issues.

3. Accommodation

Mr Stewart commented on the existing accommodation pressures for the Department in Castle Buildings and Ms Elliott outlined the Department's strategy, which the meeting discussed. It was agreed that comments would be taken on board for consideration in terms of the Department's short and long-term accommodation strategy and these are currently being reviewed. **Action: Mr Hamilton.**

4. E-Mail Etiquette

Mr Hamilton explained that there were concerns about the unnecessary or over-use of group e-mails including c.c. lists and the handling of "chat line" type e-mails. It was agreed to issue a reminder to all staff on best

practice for e-mail etiquette via the next team briefing process. **Action:**
Corporate Services Division

5. Tour de Table

- Mrs Bunting reported on developments in relation to community initiatives.
- Mr Stewart reported on a public consultation exercise for one of the sites under the Reinvestment and Reform Initiative.
- Mrs McAuley reported on new legislation on sexual orientation and Fair Employment and consultation exercises on the Single Equality Bill. Updates were also given on the work of the Office of Law Reform in relation to a civil partnership registration scheme and gender recognition.
- Mr Gamble reported on Race Equality, Victims policy and progress on Good Relations matters.
- Mr Mulligan reported on the continuing media advertising to raise awareness about disabled issues and a range of policy/strategy matters including New TSN, gender equality, and older people.
- Mr McCluggage reported on developments in the e-Government strategy; progress on the joint initiative by the Department and the Taoiseach's Office to fund 30 places on a MSc course on Innovations Management; and a forthcoming notice on the Citizen Information Project being conducted by the Office of National Statistics.
- Mrs Elliott referred to guidance being issued to staff regarding the forthcoming industrial action announced by the Northern Ireland Public Service Alliance.
- Mr O'Neill reported on reform issues, including the development of reform themes, a paper for Permanent Secretary Group and progress on the Electronic Data Records Management System.

6. Any Other Business

It was agreed to list the dates of forthcoming senior management meetings in the summary of meetings paper. It was agreed that members

of the senior management group would forward agenda items for future meetings, to the Secretary, as far in advance as possible.

Action: Corporate Services Division.

7. Date of next meeting

The next meeting is scheduled for Wednesday 14 January 2004 at 9.30 a.m. in the conference room in Castle Buildings. The date and venue for forthcoming meetings and for the first 6 months of 2004 are given below. All meetings commence at 9.30 am.

Date	Venue
14 January 2004	E4.18, Castle Buildings
11 February 2004	BD20, Stormont Castle
10 March 2004	E4.18, Castle Buildings
14 April 2004	E4.18, Castle Buildings
12 May 2004	E4.18, Castle Buildings
9 June 2004	E4.18, Castle Buildings

MARK HIGGINS

17 December 2003