

**SUMMARY OF THE OFMDFM DEPARTMENTAL BOARD MEETING
ON 11 NOVEMBER 2003**

PRESENT: **Mr Haire, Mrs Angus, Mr Gray, Mr Jardine,
Mr Johnston Mr McCartney, Dr Smyth,**

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

APOLOGIES: **Mr Hamilton, Ms Bunting, Ms Flanagan, Mr Grimason
Mr McConnell,**

1. Minutes of Last Meeting

The summary of the Departmental Board meeting on 14 October 2003 was noted and agreed.

2. Matters Arising

A further paper on the development of Corporate Governance in the Department was tabled for the meeting.

3. Standing Items

a) Assembly Issues

Mr Johnston provided the board with an update on a range of Assembly issues. The Board agreed to hold a meeting on Monday 1 December 2003 to discuss key issues at that time.

4. Current Issues

a) E-HR Programme

Mrs Angus updated the Board on the latest developments in the Electronic – Human Resource (E-HR) programme that would be taken forward by Departmental business change managers. It was agreed that the Department's change manager, Margaret O'Hare

would make a presentation to the next Board meeting on the purpose and objectives of the programme. **[Action: Mrs Angus]**.

b) Central Security Unit

Dr Smyth reported to the Board on the establishment of a Central Security Unit. In the context of corporate governance and risk management the aim was to achieve consistent high standards across departments for all aspects of security. Training, monitoring and evaluation would be integral to the role of the Unit.

5. Papers

a) Development of Corporate Governance in OFMDFM

Mrs Angus tabled a paper drawing together the elements of corporate governance arrangements in OFMDFM and revised terms of reference for the Audit and Risk Management Committee. Work was ongoing to finalise several of the annexes to the paper, which detailed the key processes that contributed to corporate governance. (e.g. Departmental values which is being addressed by a specific team). The Board provided views on the paper and points for review included the timing of the Board and Senior Management Group meetings and the impact of Non-Executive Directors on the focus of the Board. **[Action: Mr Haire]**.

b) Investors in People

Mrs Angus tabled a note inviting Directors to provide an update on progress, in Investors in People (IiP).. Mrs Angus recommended the use of Directorate co-ordinators, with emphasise on the value of a key driver to ensure progress is maintained. It was agreed that Directors would report progress to the Board via a note to the Secretary. **[Action: Directors]**.

c) Departmental Conference – survey results

Mrs Angus tabled a report outlining the results of the staff survey of the Departmental conference, in September 2003. The survey results would be placed in the Document Library. The conference workshops had received a high satisfaction rating from staff who had requested further sessions on the workshop topics. The Board agreed that a series of lunchtime sessions should be planned to meet staff demand for a repeat of the workshop subjects.

[Action: Central Management Unit].

6. Tour de Table

There were no updates from Directors.

7. Any Other Business

Mr Jardine advised the Board of the need to make a budget announcement in respect of the Programme for Government in December.

Mr Haire advised that he would be transferring to the Department of Employment and Learning with effect from 10 December. Mr Sweeney would be arriving on transfer from the Department of Rural Development in the following week.

8. Date of next meeting

The next meeting of the Departmental Board will be on Monday 8 December 2003 at 9.00 am in Room GD10, Stormont Castle.

Mark Higgins

14 November 2003