

**SUMMARY OF THE SENIOR MANAGEMENT MEETING  
ON 11 DECEMBER 2002**

**PRESENT:** Mss Bunting  
Ms Flanagan  
Mr Jardine  
Mr McCartney  
Mr Stewart  
Mr Rooney  
Mrs Angus  
Mrs McAuley  
Mr Vincent  
Mrs Devlin  
Mr May  
Mr Johnston  
Mr Mulligan

**APOLOGIES:** Mr Hamilton  
Mr Haire  
Mr Gray  
Mr Grimason  
Dr Smyth  
Mr McKervill  
Mr Jackson  
Mrs Cummins  
Dr Smith  
Mr Shannon

**IN ATTENDANCE:** Mr Ferguson  
(secretary)  
Mr Bryans (DEL)

In the absence of both Mr Hamilton and Mr Haire the meeting was chaired by Ms Bunting.

**1. Investors in People**

Mr Paul Bryans, Northern Ireland Investors in People Quality Centre Manager (Department of Employment and Learning) gave a short presentation to the meeting on the Investors in People (IIP) standard.

The presentation was arranged to assist Directors and Heads of Divisions with their deliberations on how best to take forward the achievement of IIP within their respective business areas.

In his presentation Mr Bryans gave an overview of the IIP standard, outlined the benefits, set out the main features and explained the process involved. He concluded by outlining different strategies for achieving the IIP standard including an organisation wide or incremental building block approach.

The meeting discussed a number of issues around achieving IIP recognition and there was agreement that the building block approach previously agreed by the Departmental Board best suited the business needs of OFMDFM.

Ms Bunting asked all those present to consider over the next few weeks how the building block approach could be best applied in OFMDFM and to identify suitable nominees within their business areas to act as IIP champions.

## **2. Tour de Table**

- Ms Flanagan updated colleagues on the background to the revised decision making procedures recently introduced for the North / South implementation bodies. This procedure had recently attracted some adverse comment in the media and Ms Flanagan outlined what was being done to address this. Ms Flanagan also updated colleagues on the latest round of political talks.
- Mr Johnston updated colleagues on a proposal approved by the Secretary of State to employ, as temporary civil servants, former Ministerial special advisers. The meeting discussed a number of issues around these appointments and it was agreed that their effective date of appointment would be the date they were officially nominated for these posts.
- Mr Jardine reported on the arrangements leading up to the budget announcement that morning and updated colleagues on the consultation arrangements for the legislation to establish a strategic investment body.

- Mrs Devlin advised colleagues that the Secretary of State had approved composite guidance on procedures for handing issues during suspension of the devolved administration. This guidance would be issued to all staff. Mrs Devlin also updated colleagues on Parliamentary Questions and the legislative programme.
- Mrs Angus updated colleagues on her discussions with Mr Haire in relation to requests for additional staff. Mr Haire and Mr Hamilton are to discuss and agree a way forward on this issue.
- Mr May reminded colleagues of a drive to improve the achievement of targets for the introduction of EC directives.
- Mr Vincent reminded colleagues of the governments target to have 25% of key services delivered electronically by the end of 2002. Mr Vincent reported that of the 93 key targets identified by NI Departments 56% were on track to be delivered electronically by the end of this year.
- Mr Stewart updated colleagues on the Commissioner for Children and Young People Order that is currently underway and on the Ministers decision to issue a consultation paper before Christmas on the review of the community relations policy.
- Mrs McAuley updated colleagues on a number of issues including consultation on regulations to implement EU Equality obligations, ongoing meetings with the main churches to discuss their concerns about religious ethos in relation to sexual orientation legislation, and aspects of race relations legislation.

- Mr Mulligan reported that the race equality strategy would be published early in 2003. Mr Mulligan also updated colleagues on the timetable for the evaluation of New TSN and on the timetable for progressing the review of consultation.

### **3. Any Other Business**

It was agreed at the Departmental Board meeting on 25 November that the Knowledge Network should be tabled for discussion at the senior management meeting on 11 December. However, because of the number of officials who were unable to attend the meeting it was agreed that this issue would be carried forward to the next senior management meeting in January 2003.

Mr Jardine asked if staff in his directorate could be updated in relation to asbestos in Block B of Castle Buildings. Mrs Angus agreed to arrange for this to be done.

Mrs Bunting, on Mr Haire's behalf, reminded those present about the OFMDFM staff conference in Stormont Castle on Thursday 12 December beginning at 4.00pm. Mrs Bunting thanked all those who had contributed to this event and asked them to encourage their staff to attend.

### **4. Date of next meeting**

The next meeting is scheduled for Wednesday 22 January 2003.

**Michael Ferguson**

17 January 2002