

**SUMMARY OF THE SENIOR MANAGEMENT MEETING  
ON 12 FEBRUARY 2003**

<b>PRESENT:</b>	<b>Mr Haire</b>	<b>APOLOGIES:</b>	<b>Mr Hamilton</b>
	<b>Ms Bunting</b>		<b>Mr Gray</b>
	<b>Mr Jardine</b>		<b>Ms Flanagan</b>
	<b>Mr Grimason</b>		<b>Dr Smyth</b>
	<b>Mr McCartney</b>		<b>Mr McKervill</b>
	<b>Mrs Angus</b>		<b>Mr Jackson</b>
	<b>Mr Vincent</b>		<b>Dr Smith</b>
	<b>Mrs Devlin</b>		<b>Mr Shannon</b>
	<b>Mr May</b>		<b>Mr Rooney</b>
	<b>Mr Johnston</b>		<b>Mr Stewart</b>
	<b>Mrs McAuley</b>		
	<b>Dr Mulligan</b>		
	<b>Mrs Cummins</b>		

**IN ATTENDANCE:** **Mr Ferguson (secretary)**  
**Miss Dullaghan**

**1. Knowledge Network**

Mr Haire reported that all NICS departments were now committed to implementing the Policy and Briefing system on the Knowledge Network and that all but two of these departments were actively pursuing Knowledge Network projects. Within OFMDFM there is a great deal of information on the system but the work of the Department was not fully reflected in the briefing material available.

There was some discussion about who the main users were during this period of suspension and whether the benefits were outweighed by the cost of putting material on the system.

Mr Haire indicated that whilst Private Offices were the most obvious customers for briefing material, the Policy and Briefing system benefited everyone as it enabled us to keep up to date with policy developments across the Department.

Mr Haire asked colleagues to emphasise to their staff how important it was that the Policy and Briefing system fully reflected all aspects of the work of the Department.

## **2.Tour de Table**

- Mrs Angus updated colleagues on the business planning arrangements for 2003/04. In addition to the Public Service Agreement, which had already been published, it was intended to streamline the planning process by combining the Department's Service Delivery Agreement and Corporate and Business Plan into one document, an approach supported by the Report on the Review of the NICS Response to Devolution. Mrs Angus also reported that it was planned to hold a strategic planning away day for the Departmental Board early in the new financial year.
- Ms Bunting advised colleagues that discussions in relation to community differentials were still ongoing.
- Mrs McAuley updated colleagues on the launch of consultation on regulations to implement European Directives, on the panel of experts for the Single Equality Bill and on the pension implications of legislation on sexual orientation.
- Mrs Angus updated colleagues on developments in relation to the review of team briefing following discussions at the meeting on 22 January. Mrs Angus also reported on plans to develop an emergency management strategy for the Department and on a recent Civil Service Circular on Internet and e-mail use.

It was agreed that current OFMDFM policy in relation to the use of the Internet and e-mail should be brought into line with that set out in the recent Civil Service Circular.

- Mrs Devlin advised colleagues that all of the remaining legislation in the current legislative programme with the exception of the Family Law Divorce Order would complete its passage through the House of Lords this week and the Privy Council by the end of the month.
- Mr McCartney reported that he was continuing to work with colleagues on issues relating to the restoration and dissolution of devolution and elections to the Northern Ireland Assembly.
- Mr Vincent advised colleagues of e-government pilot projects being launched that day and that development of the online Northern Ireland Portal continued to be on target.
- Mr Jardine acknowledged the contribution made by many staff across the Department to the completion of the current legislative programme. Mr Jardine also updated colleagues on a number of issues surrounding the regeneration of sites and on discussions about the location of a PPP unit in the Department.
- Mrs Cummins updated colleagues on progress towards the design of a community capacity building programme in North Belfast and on plans for a community survey.

- Mr Johnston updated colleagues on a number of ongoing issues affecting his Division that relate to the work of the institutions including Board members for North/South bodies, Assembly staffing issues and the work of the Civic Forum.
- Dr Mulligan updated colleagues on a range of issues including the evaluation of New TSN, the review of consultation, the Race Equality Strategy, government's response to PSI recommendations on travellers and a conference on older people in March.
- Mr May reported on ministerial bi-laterals on reform plans, their inclusion in Service Delivery Agreements and on the formation of Permanent Secretaries Group sub committees.
- Mr Grimason reported that his Directorate was being assessed for the Investors in People award at the end of March and was also working to achieve the Charter Mark standard. Mr Grimason also reported on plans to develop a publicity planning facility within the Department and the wider Civil Service.

#### **4. Any Other Business**

No other business was discussed.

#### **5. Date of next meeting**

The next meeting is scheduled for Wednesday 12 March 2003.

**MICHAEL FERGUSON**

12 February 2003