

**MINUTES OF THE OFMDFM DEPARTMENTAL BOARD MEETING  
ON 18 JUNE 2008**

**PRESENT:** Sir Nigel Hamilton (Chair), Mary Bunting,  
Frank Cushnahan, Rosalie Flanagan, George Gray,  
Stephen Grimason, Jackie Kerr, Deirdre Kenny,  
John McMillen and Eddie Rooney.

**IN ATTENDANCE:** Mark Higgins (Secretary).

**APOLOGIES:** None.

**Minutes of Last Meeting**

1. The minutes of the meeting held on 13.5.08 were agreed as amended.

**Matters Arising**

2. Updates to outstanding action points from previous meetings and recorded on the Action Points table were agreed. An updated table would be completed and issued with the draft minutes of the 18 June 2008 meeting. **Action: Board Secretary.**
3. Rosalie Flanagan reported that Assembly Section have put arrangements in place to assist in improving the Department's performance for answering Assembly Questions (AQs). These arrangements include various prompts and reminders from Assembly Section to policy officials and the Ministers Private Office of impending deadlines.
4. Rosalie thanked officials for the significant improvement in draft responses being submitted to the Private Office within the 3 day deadline, although she advised that further work

needs to be done to improve performance, including continued review and analysis of performance and identification of bottle necks and pressure points. The Board would be provided with further reports on the Department's performance in answering AOs.

### **Executive Business**

5. Rosalie Flanagan reported on some changes on the arrival of the new First Minister, including those at Departmental Ministerial level and a new special adviser to the First Minister, Richard Bullick. Rosalie advised that the next Executive meeting on 19 June would be followed by the last two meetings, on 3 and 24 July, before the summer recess.
6. John McMillen reported that the Chair and some members of OFMDFM Committee had planned to visit the Office of the Executive in Brussels the following week. Sir Nigel reported that he was attending a Committee meeting on 2 July to provide them with the opportunity to discuss any matters before his retirement on 11 July 2008.

### **Departmental Board Strategic Planning Day**

7. As agreed at the previous Board meeting members discussed holding a Board strategic planning day later in the year. It was agreed that a framework paper would be tabled at the next Board meeting which would set out the key themes for a planning day to be scheduled for August 2008. **Action: John McMillen.**

















26.6.08