

**SUMMARY OF THE OFMDFM DEPARTMENTAL BOARD MEETING  
ON 10 FEBRUARY 2003**

**PRESENT:** Mr Hamilton, Mr Haire, Ms Bunting, Mr Jardine,  
Mr Grimason, Ms Flanagan, Mr McConnell,  
Mr McCartney, Mrs Angus

**IN ATTENDANCE:** Miss Dullaghan, Mr Ferguson (Secretary).

**APOLOGIES:** Mr Gray, Dr Smyth

**1. Minutes of Last Meeting**

The minutes of the Departmental Board meeting on 3 February 2003 were noted and agreed subject to an amendment to paragraph 5a.

**2. Matters Arising**

The Board noted that the issue of Team Briefing templates were be carried forward from the meeting on 3 February and were included on the agenda for this meeting.

**3. Standing Items**

**a) Direct Rule including Assembly Issues**

Ms Flanagan updated Board members on the latest developments in relation to direct rule and Assembly issues and in particular prospects for a return to devolution. It was agreed that the Department should plan around the working assumption that devolution could be restored early in March 2003.

**[Action: Directors]**

**b) Staffing and Finance Issues**

Mrs Angus updated the Board on the first Departmental Whitley meeting, which was held on 3 February. Mrs Angus reported that it was planned to hold a meeting every quarter with one of these serving as an annual general meeting. Mr Hamilton and Mr Haire indicated that they would be happy to attend on occasion.

Mrs Angus also updated the Board on the Health and Safety Awareness Training programme. It was agreed that this issue was of such importance that attendance would be compulsory.

**[Action: Directors]**

**c) Information Issues**

Mr Grimason updated Board members on a number of information issues surrounding the reinvestment and reform initiative.

**d) Contingency Planning**

Mrs Angus updated the Board on an enquiry being undertaken by the Science and Technology Select Committee.

Planning for a fuel emergency was brought forward from agenda item 5a and taken at this point in the meeting. Mrs Angus updated the Board on the background to the recent request from the Department of Enterprise, Trade and Investment to identify essential fuel users within OFMDFM. The Board noted that the purpose of the exercise was to identify essential users in the event of a fuel emergency rather than a general emergency.

**4. Papers**

**a) Team Briefing Templates**

The suggested templates for both the 'core' and 'local' brief were agreed by the Board for use within the Department.

**b) Emergency Management**

The Board noted and agreed a paper from Mrs Angus setting out arrangements for the commencement of an exercise to develop an emergency management strategy for the Department.

**5. Current Issues**

**a) Planning for a Fuel Emergency**

This issue was discussed under Standing Items (see 3d).

**6. Tour de Table**

- Mr McConnell updated the Board on his submission to the Secretary of State on consultation arrangements for the Review of Public Administration;
- Mrs Bunting updated the Board on the latest developments on the issue of employment differentials;
- Mr McCartney reported that he was liaising with the Department of Finance and Personnel on changes to the Civil Service Commissioners Order; and
- Ms Flanagan updated the Board on a recent meeting with representatives of the Civic Forum.

**7. Any Other Business**

After a discussion of the main issues involved it was agreed that the Board would in future meet every two weeks instead of every week. More frequent or longer meetings with particular themes will be arranged as necessary.

**8. Date of next meeting**

The next meeting of the Departmental Board will be on Monday 24 February 2003 at 10.45 am.

**Michael Ferguson**

10 February 2003.