SUMMARY OF DEPARTMENT OF EDUCATION DEPARTMENTAL BOARD MEETING

22 February 2018

New Building Conference Room, Rathgael House

Attendees: Derek Baker, Chair
Tommy O’Reilly
Gary Fair
John Smith
Joan McEwan
Fiona Keenan
Anne Breen

In attendance: Debbie Mingout (Board Secretary)
Beverley Wall – Items 8 & 9
Phillip Irwin – Items 6 & 7
Ricky Irwin – Items 3, 4 & 5
John Morgan Item 3
Alan Macdonald

Apologies and Conflicts of Interests

There were apologies from Fiona Hepper and Noelle Buick. No conflicts of interest were declared.

GDPR Presentation

John Morgan, Department of Finance Information Management & Data Services, made a presentation to the Board on the General Data Protection Regulations (GDPR) which will replace the UK Data Protection Act (1998) on 25 May 2018.

Ricky Irwin introduced Alan Macdonald, recently appointed DE Data Protection Officer (DPO) and updated the Board on the progress of the Department’s preparations for compliance with the GDPR, covering: ongoing action; key considerations for the department; and the steps to be taken as the 25 May approaches.

Action Points:

- It is to be explored whether there should be an Objective in Personal Performance Agreements to take all appropriate actions to comply with the GDPR; and
- The Board should receive a further update on GDPR before the May 2018 implementation date.
Draft 2018/19 DE Business Plan

Ricky Irwin presented the draft 2018/19 DE Business Plan to the Board for consideration.

Action Points:

- A final version of the plan is to be presented to the DE Board at its April 2018 meeting.

DE 2017/18 Corporate Risk Register & Risk Management

Ricky Irwin spoke to his paper and presented members with a short update on risk management since the last Board meeting.

DE Asset Management Plan

Philip Irwin presented the draft DE Asset Management Plan 2017/18 – 2021/22. He spoke on the asset management achievements and challenges faced by the Department.

Action Point:

- A paper is to be presented to the Policy Top Management Group on Community Asset Transfer.

Capital Budget Update

Philip Irwin spoke to his paper providing members with an update on the 2017-18 DE Capital Budget position. He provided an update on the progress of the various capital programmes covering: Executive funded major works; Fresh Start Programme; the School Enhancement Programme; Minor Works; and Youth Programme. He then covered the Capital Budget proposals for 2018-21 and the impact of the proposed three-year capital budget on the capital programme.

Action Point:

- The potential impact of the decrease in capital funding on IT and transport is to be explored.

Impact of the UK Leaving the EU on Education in NI

Beverley Wall presented her paper to the Board. She updated members on the Department's Day 1 Delivery Planning.
**Action Point:**

- Assurance on ALB readiness for Day1 is to be sought via a request for details of issues identified by ALBs and specific assurances at Governance and Accountability Review meetings.

**Preparing the Governance Statement**

Beverley Wall outlined the proposed approach, timetable and evidence to be used to complete the DE Governance Statement for 2017/18.

**Action Point:**

- Beverley is to establish if the Governance Statement needs to include comment on the Department’s readiness for the GDPR.

**HR Report / DE People Plan**

Anne Breen presented the monthly HR Report. She advised the Board that the draft NICS People Strategy 2018-21 has been circulated to Permanent Secretaries. She then updated members on the progress to develop the DE People Plan advising that two workshops, which would be facilitated by NICS HR and Irene Hewitt, had been arranged for the Staff Engagement Forum and the DE Board.

**Director of Finance Report**

Gary Fair spoke to his paper updating members on key financial issues.

**Report from ARAC Meeting on 8 February 2018**

Joan McEwan updated members on the key areas discussed at the ARAC meeting on 8 February 2018. Members noted and approved the revised ARAC Terms of Reference.