DEPARTMENT OF EDUCATION DEPARTMENTAL BOARD MEETING

5 July 2018

New Building Conference Room, Rathgael House

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

In attendance: Debbie Mingout (Board Secretary)
David Savage & Gary Montgomery – Item 3
Barbara Swales & Angela Morrison – Item 4
Clare Brady & Shirley Sweeney – Observers

DE 2018/19 Corporate Risk Register & Risk Management

Fiona Hepper spoke to her paper and provided the Board with an update on risk since the last meeting. Members approved the proposed amendments to the Corporate Risk Register including the closure of Risk 2. John Smith introduced his supplementary paper regarding Risk 12. The Board noted the two root causes driving up the risk profile and the mitigating actions. Members agreed that Strule should be removed from Risk 12 and a standalone risk be drafted given the significance and scale of Strule as an individual project.

It was also agreed to delay the launch of the Risk Register On-Line Application until September 2018.

DE People Plan 2018/19

Angela Morrison provided the Board with an overview work of the Staff Engagement Forum and feedback on what was going well and what could be improved upon.

Barbara Swales then presented the draft DE People Plan 2018/19 for approval. After discussion members approved the Plan. Derek Baker advised that going forward he would attend Staff Engagement Forum meetings for the first 20 minutes.
Impact of the UK Leaving the EU on Education in NI

Fiona Hepper updated the Board on the planning for the delivery of services following the UK withdrawal from the EU.

Director of Finance Report

Gary Fair provided members with an update on key financial issues covering: 2018/19 Resource Budget; the 2018/19 Capital Budget, the 2019/21 Budget Information Gathering Exercise, prompt payment performance, annual accounts and DE contracts.

Report from ARAC meetings 22 May & 21 June, ARAC Self-Assessment

Joan McEwan spoke to her paper and updated the Board on key areas discussed at the ARAC meetings on 22 May and 21 June 2018 and the ARAC self-evaluation process. She then presented the ARAC Annual Report 201/18 to the Board.

DE Business Plan

Fiona Hepper presented the first quarter position against commitments/actions contained within the DE Business Plan. She advised that of the 55 actions, 49 are sitting at Green or Amber/Green, 4 are Amber and 2 Red.

Members discussed and noted the overall position and were content with the categorisation of, and reasons for, the commitments rated as Red and Amber.

HR Report

Anne Breen spoke to her paper. She updated members on:
- the current position of recruitment competitions and promotion lists;
- sick absence figures;
- compliance with Return to Work procedures;
- Performance Management; and
- NICS HR Strategy.

Update from Policy Top Management Group (TMG)

Tommy O’Reilly provided an update on the work of the TMG to date and the indicative Forward Work Plan for the period up to November 2018. He also updated members on the progress of the Transformation Programme.

It was agreed that there needs to be a risk on the Corporate Risk Register for the Transformation Programme.