

**THE EXECUTIVE OFFICE DEPARTMENTAL BOARD MEETING  
26 JUNE 2019, GLASSHOUSE, STORMONT CASTLE**

**MINUTES**

**PRESENT:** **David Sterling** (Chair), Brenda King, Chris Stewart, Karen Pearson, Denis Power, Peter Toogood, Sarah Wilson

**IN ATTENDANCE:** Louise Ward-Hunter, Judith Brown, Nichola Creagh, Roisin Coleman (Secretary)

**1(a). Apologies**

Apologies received from, Andrew McCormick and Mark Browne.

**(b). Minutes of 29 May 2019 meeting**

The minutes were agreed.

**(c). Matters Arising**

Board members reviewed the matters arising.

**(d). Declaration of Interests**

No interests were declared.

**2(a). Political Update**

David Sterling updated Board members on the current round of political talks and led discussion on potential outcomes. Sarah Wilson undertook to provide a paper on staffing requirements for any return of an Executive.

**ACTION: Sarah Wilson**

**(b). Executive's Legislative Programme**

Brenda King spoke to the paper tabled.

**3. Programme for Government and NICS of the Future**

Chris Stewart noted that the PFG is currently under consideration as part of the political talks process. Ongoing engagement with departmental teams continues in parallel.

#### **4 Intergovernmental Relations, International Relations & EU Exit**

Karen Person provided an overview of work currently ongoing.

#### **5. Budget/Finance report**

Peter Toogood updated the Board on the current departmental financial position and the June monitoring exercise. It was noted that Denis Power will share the outcome of the audit committee by correspondence when available.

#### **6. TEO People Update**

Sarah Wilson provided a review of the paper circulated and highlighted the proposed roll-out of the employee relations project on sickness absence with effect from 19 August 2019. Discussion also took place in relation to the NIPSA ballot on strike action and the potential impact. Separately, the Board agreed to aim for 90% compliance in relation to end of year reports by the next Board meeting. Sarah undertook to provide statistics on reporting.

**ACTION: Sarah Wilson.**

#### **7. Community Planning Presentation**

Louise Ward-Hunter, supported by Nichola Creagh, delivered a presentation on Community Planning, drawing particular attention to the importance of raising awareness of partnership working between central and local government and of forging strong relationships to deliver best outcomes.

#### **8. Governance Issues**

##### **(a) Office of the Legislative Counsel (OLC) Risk Register**

Brenda King provided a summary of OLC's risk management plans.

##### **(b) Community Relations Council (CRC) – Outcome Delivery Plan**

Andy Cole spoke to the paper tabled and Board members confirmed that they were content to approve the CRC Outcome Delivery Plan for 2019-20, noting that CRC will continue to operate under the draft plan until Ministerial approval can be obtained.

##### **(c) Strategic Investment Board Corporate and Business Plan**

Judith Brown provided an overview of the paper circulated. The Board agreed the Strategic Investment Board Business Plan 2019-20 (including the corporate plan).

**(d) Maze Long Kesh (MLK) Development Corporation Business Plan 2019-20**

Judith Brown spoke in relation to the MLK Development Corporation Business Plan 2019 which was provided with the paper tabled. The Board were content to agree the 2019/20 business plan.

**(e) TEO Asset Management Plan September 2018- March 2020**

Judith Brown led discussion on the paper tabled and invited Board members to agree the proposed Asset Management Plan for 2018-20, including the draft action plan. The Board were content with the plan, noting that future strategic management of office accommodation will be linked to the Reform of Property Management Programme.

**(f) Forward Planner**

The Board noted the forward planner.

**(g) Papers issued between meetings**

The Board noted the papers issued between meetings.

**9. AOB**

Denis Power spoke on the recent Board Effectiveness Review, noting the 80% response rate. Denis confirmed that he was content to recommend the effective performance of the TEO Board. Denis will provide an update from the Audit and Risk Committee at the next meeting.

**10. Date of next meeting**

The next Board meeting is scheduled to take place on Wednesday 31<sup>st</sup> July.

**ROISIN COLEMAN**  
**26 June 2019**