

**NICS Board Meeting**  
**Adelaide House, Belfast**  
**Tuesday 25 October 2022**  
**Minutes**

**Board Members**

Jayne Brady (Chair)	
Alex Gordon	Peter May
Denis McMahon	Richard Pengelly
Hugh Widdis	David Malcolm (for Mike Brennan)
Katrina Godfrey	Mark Browne
Julie Harrison	Moira Doherty (for Colum Boyle)
Neil Gibson	Jill Minne

**In attendance**

Chris Stewart	For item 2.3 only – Paul Duffy
Jayne Byrne	For item 2.4 only – Natasha Sayee
David Hughes	
Pamela Carson (Secretariat)	

**1. Standing Items**

**a. Apologies**

Apologies were received from Mike Brennan and Colum Boyle.

**b. Declarations of Interest**

No interests were declared.

**c. Minutes of the meeting of 27 September 2022**

Minutes were agreed.

**d. Matters arising**

Jayne provided an update on the matters arising:

<b>Item</b>	<b>Action</b>	<b>Responsible Person</b>	<b>Action Taken</b>
2a(iii)	To confirm with SIB the 'Right to Work' section in the NEMs' CIB, and the costs of travel from outside these islands. To recirculate the CIB. To schedule the CIB for the October Board, if necessary.	PPS/HOCS	Complete
2c	To prepare a common set of principles regarding delegated authority to Perm Secs.	Hugh Widdis / HOCS	Complete
3a	To issue a note to G3s, setting out arrangements for Grade 3s development and moves, inviting	Jill Minne / HOCS	Complete

	engagement on the equivalent process for Grade 5s.		
3c	To bring forward bids for further Graduate Management entrants.	All	Complete

## 2. Renewal

### 2.1 Renewal Office Report

Jayne Brady acknowledged the work of the Renewal Team and invited Neil Gibson to provide an overview of the progress to date.

Neil thanked the Perm Secs who have met with the Renewal Team and advised Theme Leads had been identified and a series of workshops have been planned for renewal theme leads and mission leads. Neil outlined that communication and feedback would be important to ensure the correct narrative was being cascaded to staff. The Renewal Team are currently working on a profile for the role of Perm Sec “Champions” for future consideration.

The Board noted the progress to date.

*Paul Duffy joined the meeting.*

### Organisation & Culture

#### 2.2 HR Update

Jill provided an update on key areas relating to HR including updates on a new HR Litigation Unit and ongoing reviews of the Mileage and Subsistence Policy and the Disciplinary Policy.

Neil Gibson agreed to examine the contractual requirements of pay progression and feedback to the Board.

**[ACTION: N Gibson]**

#### 2.3 Presentation Integre8 Programme and Target Operating Model

Paul Duffy provided the Board with an update on the Integre8 Programme and Target Operating Model (TOM). Paul outlined the details of the shortlist of options following feedback received from the Portfolio Board and the rationale for each. It is important the Portfolio Board provide regular updates to the NICS Board.

Following a detailed question and answer session, it was agreed that Paul Duffy would attend the next meeting to discuss the evaluation of options, timeline and next steps.

**[ACTION: P Duffy]**

*Paul Duffy left the meeting.*

## **Communication & Collaboration**

### **2.4 Accelerated Transformation through Communication & Engagement**

Natasha Sayee provided an overview of her work to date on early engagement, building collaborative links and her priorities for the future.

The Board noted Natasha's paper and agreed to support collaboration within their Departments.

*Natasha Sayee left the meeting.*

### **3. Missions**

Jayne Brady referred attendees to the Missions paper and provided an update on a meeting held recently with Party Leaders.

Denis McMahon outlined a meeting held with the Shared Ireland Fund and agreed to meet Mark Browne to discuss opportunities.

**[ACTION: D McMahon/M Browne]**

### **4. AOB**

#### **4.1 Formation of an Executive**

Jayne Brady provided a verbal update on the ongoing work to support the formation of an Executive.

#### **4.2 NICS Board ToR/Sharing Information**

The Board noted the paper on Web Presence and agreed in principle that a new page should be created to include bios and minutes of meetings. Jayne Byrne to progress and provide an update in due course.

**[ACTION: HOCS Office]**

#### **4.3 Executive Secretariat Succession Planning**

The Board noted the paper and asked Jill Minne to check the policy obligations of the Board for SCS applications for partial retirement.

**[ACTION: J Minne]**

#### **4.4 Communications & Engagements post 28 October 2022**

The Board noted the paper on internal and external engagements post 28 October. Jayne Brady provided an update on ongoing engagement with the NIO and Cabinet Office and advised Perm Sec Stocktake meetings would be held weekly from this week.

#### **4.5 Powers of Departments**

The Board noted the legal advice on the power of departments post 28 October.

#### **5. Date of next meeting**

The next meeting will be on 29 November 2022.

#### **Action List**

<b>Item</b>	<b>Action</b>	<b>Responsible Person</b>
2.2	Contractual requirements of pay progression to be examined and feedback provided to the Board	N Gibson
2.3	An overview of evaluation of options, timeline and next steps to be provided at the next Board meeting.	P Duffy
3	Funding opportunities to be discussed.	D McMahon/M Browne
4.2	NICS Board Sharing Info details to be brought back to a future meeting.	HOCS Office
4.3	SCS Partial Retirement Policy obligations of the Board to be checked.	J Minne