

**NICS Board Meeting**  
**Executive Room, Stormont Castle**  
**Tuesday 31 January 2023 @ 9.30am**  
**Minutes**

**Board Members**

Jayne Brady (Chair)	Colum Boyle
Richard Pengelley	Alex Gordon
Hugh Widdis	Julie Harrison
Katrina Godfrey	Gareth Johnston (for Denis McMahon)
Peter May	Mark Browne
Neil Gibson	David Malcolm

**In Attendance**

Jayne Byrne	Chris Stewart
Gareth Black	

**1. Standing Items**

- 1.1 Apologies** - Apologies were received from Denis McMahon and Jill Minne.
- 1.2 Declarations of Interest** - No declaration of interest received.
- 1.3 Minutes of Last Meeting** - Minutes of the meeting of 20 December 2022 were approved.
- 1.4 Matters Arising**

<b>Item</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Action Taken</b>
2	Issue draft blueprint for sustainable and strategic use of resources and Raising a Concern Policy framework to members.	Neil Gibson	Complete
4	Issue accompanying papers for ISNI strategy presentation to members.	Scott Wilson / Jayne Byrne	Complete
6	Issue DAERA external review final reports and response to members	Katrina Godfrey	Complete

**2. NICS Renewal Update**

Neil Gibson (NG) spoke to a presentation updating on recent work carried out within Renewal during the latest reporting period. NG reminded members of the Renewal framework objectives by priority area and reported recent progress on Renewal design and delivery, including updating the Sustainable and Aligned Resource blueprint, the appointment of Non-

Executive Members to the NICS Board, and the publication of an updated Raising a Concern Framework policy. In addition, NG identified planned work for the next reporting period.

It was agreed that the Board would examine Renewal in further detail at the February Board meeting. This will include an evaluation of the Renewal action plan for the next twelve months, identification of a communication plan, and cross-checking that Renewal action plan reflects the recommendations of recent external reviews.

**[Actions:** Renewal team to forward twelve-month action plan.  
N.Sayee to liaise with Renewal team and Jill Minne on Comms Plan.  
Renewal team to cross-check Renewal plan against recommendations of PAC, RHI and  
DAERA reports ]

### **3. Update on Orientation Programme for NICS Board Non-Executive Members**

Jayne Brady provided a progress update on the orientation plan for the incoming Non-Executive Members (NEMs) of the NICS Board, including a draft press release of their appointment. She outlined for members a proposed curriculum of induction for the NEMs to take place throughout February 2023.

The Board noted the progress to date.

**[Action:** Jayne Byrne to update the press release and schedule the first Board meeting with NEMs at a departmental office]

## **4. A.O.B.**

### **4.1 DAERA Action Plan**

Jayne Brady (JB) facilitated a short discussion on the recent publication of an Action Plan in response to the DAERA External Review. JB informed members that she would contact them in due course to commission the Action Plan and identify areas that need to be fed into the overall workplan.

Members also expressed the importance of further galvanizing a culture of record keeping and audit trails, particularly in the context of decision making. Katrina Godfrey and Neil Gibson suggested whether specific training around record keeping might be offered to incoming staff with decision-making functions as part of their induction.

**[Action:** Jayne Byrne to contact NICS HR to explore options for training in record keeping and audit trails in the context of decision making]

### **4.2 Engagement with US Economic Envoy**

Jayne Brady provided a verbal update on current work between HoCS, DfE, DoF and the US Consul General Belfast in preparation for upcoming meetings with the US Special

Envoy to Northern Ireland. She informed members of draft proposals for events to mark the anniversary of the Belfast/Good Friday Agreement that intersect with US Engagement.

Jayne Brady informed members of a forthcoming HoCS US Envoy presentation and investment pack being prepared by DfE and DoF. She agreed to share this with members for feedback.

**[Action: Jayne Brady to issue draft US Envoy presentation and investment pack]**

## 5. G3 Development

*Non G2s left the meeting for this item, including the Secretariat.*

## 6. Date & Venue of Next Meeting

The next meeting will be **Tuesday 28 February 2023 @ 9.30am.**

Venue: **Lanyon Plaza** (Hugh Widdis to host)

### Action List

Item	Action	Person Responsible
2	Renewal team to forward twelve-month action plan.  Renewal team to liaise with N.Sayee and J.Minne on Comms Plan.  Renewal team to cross-check Renewal plan against recommendations of PAC, RHI and DAERA reports	Neil Gibson  Helen Toner
3	Update the press release, orientation guide and schedule the first Board meeting with NEMs at a NICS site.	Jayne Byrne
4.1	Departments to ensure designated officers in place.  Jayne Byrne to discuss options for staff training in record keeping and audit trails in the context of decision making	Perm Secs  Jayne Byrne
4.2	Jayne Brady to issue draft US Envoy presentation and investment pack	Jayne Brady