

DETI DEPARTMENTAL BOARD MINUTES
MONDAY 23 NOVEMBER 2009

Present: David Sterling (Chairman)
 Ian McMorris
 Colin Lewis
 Philip Angus
 Bernie Brankin
 Mike Bohill
 Noel Cornick
 Fiona Hepper
 Graeme Hutchinson
 Jenny Pyper

Apologies: Trevor Cooper

In Attendance: Anthony Haughan & John Murray (Secretariat)

The Board began the meeting by declaring that there were no new interests.

Agenda Item	Discussion & Actions Arising	Action Owner and Current Position (to be completed prior to next Board meeting)
DB 12/1 Action points from 26 May 2009 meeting.	The minutes for 24 Aug 2009 were agreed.	
Performance		
DB12/2 Update on Performance Monitoring.	It was noted that Invest NI has downgraded the likelihood of achieving the targets for jobs with salaries above the private sector median. DS advised that the Executive review of PSA1 and PSA 5 would take place on 10 December. The review would be chaired by HOCS. Action: Board members to be kept updated on progress against targets	GH - Actioned
DB12/3 Divisional reports – key issues and forward look.	<u>Finance and EU</u> Finance Paper was noted. <u>Strategic Planning, Economics & Statistics</u> Paper was noted.	

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	<p><u>Energy</u></p> <p>Department is pressing the Regulator to conclude his review of the unregulated part of the tariff system as quickly as possible.</p> <p><u>Human Resources & Central Support</u></p> <p>Paper was noted.</p> <p><u>Business Regulation</u></p> <p>SEE strategy is being finalised. There continues to be a high level of interest in Regulation of Credit Unions and the provision of Debt Advice</p> <p><u>Strategic Policy</u></p> <p>The Matrix event was very positive. The Minister is meeting the ETI Committee on 3 December and will be taking part in the "Next Generation" announcement after the meeting. It was noted that Hibernia had just signed a major contract with Eircom to link its data centre into Kelvin.</p> <p><u>Tourism Agency Liaison & Equality</u></p> <p>NC advised that Mary Coughlan TD, Minister for Enterprise, Trade and Employment, had asked for a meeting with the Minister to discuss Interreg projects.</p>	
<p>DB12/4 Absence Statistics</p>	<p>Short term absence accounts for 25% of total. Expect long term absence rate to drop over the next few months. Agreed that existing procedures must continue to be rigorously applied.</p>	
<p>DB12/5 AQ performance</p>	<p>Paper was noted.</p>	
<p>DB12/6 Legislation</p>	<p>Paper was noted.</p>	

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Oversight/Monitoring of NDPBs		
DB12/7 Minutes and key issues from Invest NI	Action: Minutes to be circulated to all members.	JM - actioned
DB12/8 Minutes and key issues from InterTradeIreland	Paper was noted.	
DB12/9 Minutes and key issues from NITB	Paper was noted.	
DB12/10 Minutes and key issues from TIL	Paper was noted.	
DB 12/11 Minutes and key issues from NISP	Paper was noted.	
DB12/12 Minutes and key issues from HSENI	Paper was noted. DS advised that he had been very impressed with HSENI when he visited the organisation.	
DB12/13 Minutes and key issues from GCCNI	The paper was noted.	

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Policy and Cross Cutting Issues		
Review of Economic Development Policy (Oral Update)	<p>Consultation ended on 16 November. 63 responses have been received and an extension has been granted to a further 2 organisations to respond. There are now two immediate actions to be undertaken:</p> <p>(i) A "Consultation Report" will be prepared. It is hoped to have this ready for the meeting with the ETI Committee on 10 December. Action: Report to be circulated to all Board members. And</p> <p>(ii) Action Plan to be agreed with Invest NI for presentation to the Minister. If agreement cannot be reached on all areas then the options will be put to the Minister for consideration.</p>	GH - actioned
DB12/14 DETI Research Agenda (2008 – 2011)	Research agenda is on track.	
DB12/15 Evaluation Programme	Evaluations of BITP and Property are due to begin shortly. Policy Division has also been asked to implement an evaluation of the Peace II Programme – this will necessitate the completion of some 46 PPEs.	
Assembly/Committee Issues – by exception	No issues noted	
Finance and Personnel		
DB12/16 Finance - outturn 2008/09 - September Monitoring 2009/10 - December Monitoring 2009/10 - 2010/11 PE Position	<p>Final outturn was noted.</p> <p>2 Admin reclassifications put forward were not accepted.</p> <p>Some minor reduced requirements will be flagged in December Monitoring.</p> <p>It was noted that the Department had complied with a recent DFP request to submit scenarios for reduced expenditure in 2010/11. These are to be considered by the executive as part of its review of the 2010/11 budget position. Any actual reductions in DETI's budget for next year will be a matter for the Executive to determine.</p>	

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Security of Data	Current arrangements remain satisfactory - No issues reported.	
Corporate Governance		
DB12/17a Minutes of 21 September 2009 DAC	It was noted that 2 Priority issues related to HR Connect.	
DB12/17b Minutes of 4 November 2009 DAC	It was noted that Revised Terms of Reference for future DAC meetings were proposed by the Committee.	
DB12/17c Revised TOR for DAC	The revised DAC Terms of Reference were agreed unanimously by the Board. IMcM asked about the possibility of participating in the appointment process for the new Head of Internal Audit. He was advised that the Panel had been established for this appointment. It was acknowledged that this should be considered for future Head of Internal Audit appointments.	
DB12/18 Quarterly Assurance Statements & Risk Management	Paper was noted. Action: It was agreed that the Risk Register should be reviewed to reduce the number of Risks.	B Brankin - Actioned
Media Strategy Issues		
DB12/19 Media Strategy	Paper was noted.	
Any Other Business		
Pandemic Flu	It was noted that the risk of Pandemic Flu had been downgraded. This is being kept under review.	
Future Board meetings	DS advised that he was considering options for future Board meetings and would issue a paper on this as soon as possible.	DS - Actioned

John Murray
8 December 2009