

DETI DEPARTMENTAL BOARD MINUTES
TUESDAY 18 MAY 2010

Present: David Sterling (Chair up to item DB/8)
Ian McMorris (Independent Board Member and Chair from item DB/9 onwards)
Colin Lewis
David Thomson
Philip Angus
Trevor Cooper

Apologies: None

In Attendance: Anthony Haughan (Secretariat)

No new interests were declared by any board member.

Agenda Item	Actions Arising from Discussion	Action Owner and Current Position (to be completed prior to next Board meeting)
<p>DB 3/1 Minutes and Action points from 20 April 2010 meeting.</p>	<p>The Board acknowledged the quality of the 20 April 2010 minutes and formally agreed them.</p> <p>It was noted that action point DB2/11 would be postponed to June's Board meeting.</p> <p>For action point D/B 2/12, it was noted that there was ongoing discussion with DEL on the proposed use of other Internal Audit Services to undertake the External Quality Assurance.</p> <p>ACTION: Trevor Cooper to discuss and agree approach with DEL</p>	<p>Trevor Cooper</p>
<p>DB3/2 Finance Report</p>	<p>Trevor Cooper presented the Finance report drawing the Board's attention to very good provisional outturn figures for 2009/2010 and the position on accruals.</p> <p>The Board noted the 2010/11 budget allocations and the potential for budgetary reductions in DETI from the new Government's proposed public spending cuts and the next CSR.</p> <p>The Board noted June monitoring and agreed that the Board should in future formally sign off monitoring decisions.</p> <p>Budget 2010 - The Board discussed and noted the</p>	

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	<p>need to carefully manage resource spend in the Department and its NDPBs. It was also noted that the Capital exercise should ensure full consideration of all potential capital bids. The Board agreed that maximum use should be made of EU funding opportunities.</p> <p>ACTIONS:</p> <ol style="list-style-type: none"> 1. June monitoring submissions to be copied to Ian McMorris; 2. Consideration to how the Board (or a sub-group) would be engaged on future monitoring decisions; 3. NITB's capital expenditure plans to be confirmed 4. Consideration of a presentation or seminar for DETI, Invest NI and NITB staff regarding opportunities for maximising the use of funding under EU structural programmes <p>The Board noted the draft DETI Resource Accounts and agreed, subject to any written comments, that the draft accounts should be forwarded to the Comptroller and Auditor General.</p> <p>ACTION: Any written comments to be provided to Trevor Cooper by Wednesday 19 May</p>	<p>Trevor Cooper</p> <p>Trevor Cooper</p> <p>Trevor Cooper</p> <p>Trevor Cooper</p> <p>All Board Members</p>
<p>DB3/3 Legislation Update</p>	<p>The Board paper was noted.</p>	
<p>DB3/4 Absence Management.</p>	<p>The Board paper was noted. The Chair enquired whether any business areas were disproportionately affected by stress-related long term illness.</p> <p>Action: To identify the spread across business areas of long term illnesses due to stress and report back to the Board in June.</p>	<p>Philip Angus</p>

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DB3/5 Annual work programme for Business Improvement Team.	<p>The Board noted that the Business Improvement Team would be involved in phase 1 of the DETI organisational review and that further work from the review together with a range of ad hoc work would keep the Team fully occupied for 2010/11.</p> <p>It was agreed that the 2011/12 work programme should be approved by the Board before 1 April 2011</p> <p>ACTION: The BIT 2011/12 draft work programme to be brought to Board in March 2011</p>	<p align="center">Philip Angus</p>
DB3/6 Freedom of Information report	<p>The Board noted and was content with the current arrangements for handling FOI requests in the Department.</p> <p>It was agreed that the next update to the Board could take the form of an exception highlight report</p> <p>ACTION: An update exception report will be presented at the Board's November meeting.</p>	<p align="center">Philip Angus</p>
DB3/7 Information Security Update	<p>The Board noted and was content with the current arrangements for information security in DETI and liaison with the NDPBs.</p>	
DB3/8 Departmental Restructuring – update	<p>The Board noted that the Organisational Review had begun in May with an introductory seminar for Grade 7 and above staff and that all staff would be fully involved during June. Engagement with TUS will continue as appropriate.</p> <p>Action: An update on progress will be provided at the Board's June meeting.</p>	<p align="center">Paul Brush</p>
DB3/9 Performance Management progress report.	<p>The board noted the progress against key PfG/PSA targets for 2009/2010. The Board stated that, looking forward, it would wish to consider, in due course, how the targets are impacting in the context of current economic circumstances.</p>	

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	ACTION: Examine impacts of achieving the currently stated targets on the economy	David Thomson
DB3/10 IREP casework proposals	The Board endorsed the draft casework committee protocol which has been agreed by the IREP Steering group and noted that Ministerial approval will be sought prior to implementation which is expected during June ACTION: Arrangements to be finalised.	Colin Lewis
DB3/11 Procurement and Single Tender Actions	An Oral update was noted. ACTION: Paper to be presented at June's Board meeting.	Colin Lewis
AOB	The Board agreed that to complement the recent update on DETI Business Continuity Plan arrangements, a paper should be presented on the Department's Major Emergency Response Plan, which deals with emergencies across a range of policy responsibilities. ACTION: Board Secretariat to commission an update paper for the June Board meeting on the DETI MERP arrangements from Energy Division.	Philip Angus

Anthony Haughan
 May 2010