

**DETI DEPARTMENTAL BOARD MINUTES**  
**TUESDAY 20 APRIL 2010**

**Present: - David Sterling (Chair)**  
**Ian McMorris (Independent Board Member)**  
**Colin Lewis**  
**David Thomson**  
**Philip Angus**  
**Trevor Cooper**  
**Bernie Brankin**  
**Fiona McCausland – for Agenda item DB2/8 only**  
**Terry Coyne – for Agenda item DB2/12 only**

**Apologies: None**

**In Attendance: Anthony Haughan (Secretariat)**

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

<b>Agenda Item</b>	<b>Actions Arising from Discussion</b>	<b>Action Owner and Current Position (to be completed prior to next Board meeting)</b>
<p><b>DB 2/1</b> Action points from 23 March 2010 meeting.</p>	<p>The Chair welcomed back Trevor Cooper. He extended the Board's gratitude to Bernie Brankin and to Paul Brush for their work in Trevor's absence.</p> <p>The minutes of the 23 March 2010 were agreed with one amendment. Philip Angus advised that the annual update of Board Members declaration of interests had been completed and would be made available to the Board Chair for future reference. It was noted that the annual work programme for the Business Improvement Team, paper would be presented to the Board at the May 2010 meeting. All other actions points were completed/on target or would be addressed under appropriate agenda items.</p>	
<p><b>DB2/2</b> Finance Report</p>	<p>Bernie Brankin confirmed that she would be meeting with DFP before the end of April in relation to the treatment of legal consultancy costs for 2010/11</p> <p>Trevor Cooper and Bernie Brankin addressed the key finance issues involved in the 2010 Budget planning context. Finance Division will be writing to budget holders explaining the position, but</p>	

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	<p>given the importance of the issues for future capital and resource commitments it was agreed that a short presentation by Finance to all budget holders (including NDPBs) would be provided.</p> <p>The Board noted that the 2009-10 outturn figures are expected to be well within accepted tolerances.</p> <p><b>ACTION: Meeting with all budget holders to be convened.</b></p>	<b>Trevor Cooper</b>
<b>DB2/3</b> Legislation Update	The Board paper was noted.	
<b>DB2/4</b> Absence Management.	The Board paper was noted.	
<b>DB2/5</b> Departmental Training and Development	<p>The Board paper was noted.</p> <p><b>ACTION: A progress update will be provided at the September meeting.</b></p>	<b>Philip Angus</b>
<b>DB1/6</b> Departmental Contingency Plans	<p>The Board paper was noted.</p> <p>It was agreed that the Senior Management Team should be updated on Business Continuity Plans at the next SMT meeting and that an up to date out of hours contact list would be circulated to relevant staff.</p> <p><b>ACTION: Copy of current out of hours contact list to be issued.</b></p>	<b>Philip Angus</b>
<b>DB2/7</b> Departmental Restructuring	The Board welcomed the DETI Organisational Change Programme as outlined and noted that the aim was to complete the exercise by 31 December 2010, with an interim update to the Minister at end June 2010. The Programme Manager (Paul Brush) will update the Departmental Board as appropriate. The Board	

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	<p>endorsed the terms of reference and communication plan.</p> <p><b>Action: Programme Manager to update Board at appropriate points.</b></p>	<p><b>Paul Brush</b></p>
<p><b>DB2/8</b> Draft DETI Operating Plan 2010/11</p>	<p>Fiona McCausland attended. The Board approved the draft plan subject to a few minor drafting points, e.g. to reflect better, the work the Department and Invest NI had undertaken in safeguarding jobs in the changed economic climate. Looking forward, it was agreed that research into how export activity could be more realistically measured should be considered.</p> <p><b>Action: David Thomson to incorporate drafting changes agreed in discussion and to refer the final draft to ETI Committee meeting on 13 May</b></p>	<p><b>David Thomson</b></p>
<p><b>DB2/9</b> IREP – Proposed Invest NI Casework Proposals</p>	<p>Colin Lewis outlined proposed changes to casework assessments protocols in relation to the financial limits and composition of casework panels. These will be recommended to the IREP steering group and if accepted, a full paper will be presented at the next meeting of the Departmental Board. The Board, with the exception of Philip Angus who had not yet seen the draft recommendations, agreed the proposals in principle.</p> <p><b>Actions: Philip Angus to confirm agreement in principle and paper on new casework proposals to be presented at May's Board meeting</b></p>	<p><b>Philip Angus</b> <b>Colin Lewis</b></p>
<p><b>DB2/10</b> Minutes and Key Issues from NDPB liaison meetings</p>	<p>The minutes of the meetings were noted.</p> <p>It was confirmed that the matter reported at item 6 of the INI minutes was not serious and did not have wider implications.</p> <p>It was agreed that minutes of Oversight and Liaison meetings should conform to a standard format - see INI and NISP minutes as examples.</p>	

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	<b>Action: Board Secretariat to advise branches producing O&amp;L minutes of standard format to be used.</b>	<b>Philip Angus</b>
<b>DB2/11 DETI Corporate Risks</b>	<p>The Board agreed the new corporate risk categories and the proposals to manage these risks. It was agreed that the respective Grade 3 would be the Risk Owners and that detailed risk descriptions would be brought to the Board at the next meeting. Thereafter the Board would consider the Corporate Risk Register quarterly.</p> <b>Action: Terry Coyne to submit detail proposals to the Board in May.</b>	<b>Trevor Cooper/Terry Coyne</b>
<b>DB 2/12 Internal Audit External Quality Assurance</b>	<p>It was agreed that the External Quality Assurance of DETI's Internal Audit Service should be undertaken by staff drawn from other NICS audit units.</p> <b>Action: Trevor Cooper to commission EQA review.</b>	<b>Trevor Cooper</b>
<b>AOB</b>	No AOB.	

**Anthony Haughan**  
18 May 2010