

DETI DEPARTMENTAL BOARD (DB) MINUTES
MONDAY 10 NOVEMBER 2008

Present:- David Sterling (Chairman);
 Ian McMorris (Independent Board Member);
 Philip Angus;
 Noel Cornick;
 Fiona Hepper;
 Trevor Cooper;
 Jenny Pyper;
 Tony Simpson (for G Hutchinson)

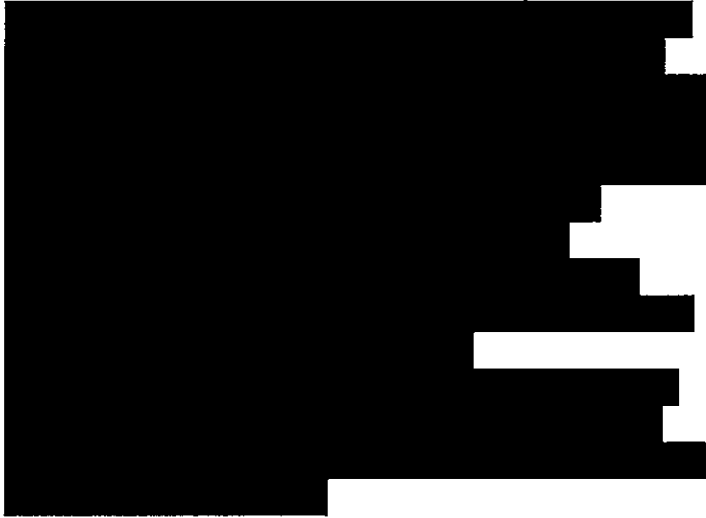
Apologies:- Stephen Quinn
 Noel Lavery
 Mike Bohill
 Graeme Hutchinson

In Attendance: Jo Kane (Secretariat)

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

Agenda Item	Actions Arising from Discussion	Action Owner and Current Position (to be completed prior to next Board meeting)
DB 8/1 Action points from 11 August 2008 meeting.	<p>The minutes for 11 August 2008 were agreed.</p> <p>P Angus advised members about the procedures and indicative timing for the Grade 7 boards, which would be commenced through Departmental HR units before transferring on to HR Connect in due course</p> <p>The Board was also updated on the latest position regarding the introduction of the new payroll system.</p>	
Performance		
DB8/2 Update on Performance Management meetings.	<p>D Sterling gave an update on the revised performance management monitoring procedures introduced at the Invest NI and NITB O&L meetings. He provided a summary of the reported status as at Q2.</p> <p>I McMorris advised that he was content with the layout of the report but he felt that the report under stated the difficulties that lay ahead in achieving current targets in the 2008/11 period. He also commented that he felt that too many Invest NI targets were activity related and advised that they should also have impact related targets.</p>	

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<p>DB8/3 Divisional reports – key issues and forward look.</p>	<p>It was agreed by members that the volatility of the current economic situation should be clearly reflected in the forward look of the report.</p> <p></p> <p>Members were asked to note the summary of progress.</p> <p>General Points</p> <p>I McMorris is to be provided with a list of DETI business currently with the Executive for clearance.</p> <p>Economics – T Simpson advised the members that there would be an emphasis on skills at the next Economic Development Forum to be held in December 2008. The terms of reference for the Review of Invest NI have been agreed and the aim was to complete the review by summer 2009.</p> <p>TALE – The Minister has written to her Ministerial colleagues regarding the West Belfast and Greater Shankill Task Force (WBGs). She is seeking endorsement to work up plans for an Executive paper. The Titanic Signature Project has been issued to the Executive under urgent procedure and that early approval to proceed was vital if the project was to be complete in time for the April 2012 centenary anniversary.</p>	<p>All</p> <p>P Angus Actioned.</p>

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	<p>Finance and EU – T Cooper made the following comments:</p> <p>DSD and DHSSPS were the next wave of Departments to join Account NI, which could put a strain on ANI resources.</p> <p>Responding to NIAO has been occupying a lot of Finance Branch time.</p> <p>EU Branch have welcomed a new G7 who deals with compliance and audit work.</p> <p>Finance Branch would be working closely with SEUPB who have recently acquired a number of new staff.</p> <p>HR&CS – P Angus advised that the G7 promotion board is expected to proceed in late November 2008 with appointees around March/April</p> <p>SPD- F Hepper gave an update on the good progress being made on all divisional projects. In particular all telecoms projects were either on track or ahead of schedule; all necessary state aid approvals have been obtained for both Kelvin and satellite and FH's expectation is that a series of announcements will be able to be made by the end of the year/first week January.</p> <p>The Minister has received an interim report on the Regional Innovation Strategy Action Plan as scheduled; the MATRIX reports have all been published and plans are in place for the Minister to brief the Executive. In addition; good progress is being made with the Enterprise Framework/Strategy.</p> <p>Energy – J Pyper updated members on the NIE price increase of 33.3%. Energy Division had spent a great deal of time "educating" advice groups following the announcement of price rises. NIAUR expect to publish a report on the price rises before Christmas.</p> <p>The evaluation of the Reconnect Programme is</p>	

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	<p>due for completion in November 2008. A scoping consultation on the new Strategic Energy Framework 2009 is to be launched at the NI Energy Forum on 13 November 2008. The UK Energy Bill is due to pass through the House of Lords later in November 2008 – Northern Ireland was not able to get a Legislative Consent Motion in time to be included in the Bill.</p> <p>BRD – D Sterling asked members to note the BRD update.</p>	
<p>DB8/4 Absence Statistics</p>	<p>P Angus gave an update on DETI absence figures which continue to be lowest among all NICS Departments. D Sterling asked that all members continued the excellent work on managing attendance. DFP has responded to the PAC recommendations arising out of the NIAO report on sick absence figures within the NICS. DETI will be taking action to implement the PAC recommendations.</p>	<p>All</p>
<p>DB8/5 AQ performance</p>	<p>P Angus advised that at 89%, DETI has slipped below the target of 90% of AOs being cleared on time. D Sterling emphasised the importance of meeting these targets. It was agreed that staff should be reminded to deal with AOs as soon as these were received.</p>	<p>All</p>
<p>DB8/6 Legislation Update</p>	<p>J Pyper confirmed that Energy legislators had been advised that a proposed Gas Bill would likely become a much broader-based Energy Bill while the other would concentrate on harmonisation issues. She also highlighted an EU transposition issue which LMU will follow up with officials.</p>	<p>P Angus This refers to the potential Minerals branch infraction. LMU are liaising closely with Minerals Branch.</p>
<p>Private Office Cases</p>	<p>D Sterling asked all HODs to ensure that they continue to maintain quality control on all submissions to top management and the Minister.</p>	<p>All</p>

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Oversight/Monitoring of NDPBs		
General Points	D Sterling asked that a uniform and consistent approach be adopted for the minuting of oversight and liaison meetings. He asked CMB/ALU to provide guidance and a template to facilitate this.	P Angus Actioned. Standard format issued
DB8/7 Minutes and key issues from Invest NI	I McMorris commented that the minutes of the INI O&L meeting lacked sufficient detail while other minutes were probably too long. (see action point above) It was agreed that any Invest NI briefings cleared by the Minister regarding dealing with the credit crunch should be forwarded to I McMorris for his information. The position in relation to the Campsie unit was noted.	
DB8/8 Minutes and key issues from InterTradelreland	The NSMC meeting scheduled for 22 October 2008 did not take place, This has resulted in a delay in the approval of ITI's Annual Report and Accounts and regrading of staff within ITI. The DETI budget allocation for ITI for 2009 has been fixed and agreed.	
DB8/9 Minutes and key issues from NITB	D Sterling assured I McMorris that all new NITB Board members would receive governance training, which is mandatory, as a matter of urgency. The Board discussed NITB performance and agreed that the Board needed to have clearer targets in relation to their remit. N Cornick confirmed that there was progress on the NITB Strategic Framework for Action.	N Cornick Progress on SFA continues. NITB have appointed a Sub-Committee of the Board to engage in the progress, and a meeting with DETI is to take place very soon.
DB8/10 Minutes and key issues from TIL	N Cornick informed the Board that relationships with TIL were productive. However, the prognosis for achieving targets over the next 2 years was not so good because of the credit crunch. The Board were informed that DAST, responsible for tourism in the ROI, will be re-locating to	

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	Killarney from January 2009 – all future meetings between TIL, DAST and DETI would most likely be held in Dublin.	
DB8/11 Minutes and key issues from HSENI	The Board noted the minutes. D Sterling commended the HSENI Board for providing timely governance training to its new members.	
DB8/12 Minutes and key issues from GCCNI	The Board accepted the GCCNI minutes as read.	
DB8/13 Minutes and key issues DETI/NI Science Park Liaison Committee	The Board accepted the NI Science Park Liaison Committee minutes as read. F Hepper informed the Board that a new governance framework for NISP was in preparation.	
Policy and Cross Cutting Issues		
Review of Invest NI (Oral Update) DB8/14 DETI Research Agenda (2008 – 2011) Matrix Report (Oral Update) DB8/15 DETI Policy	<p><u>Review of Invest NI</u> – The draft Terms of Reference have been finalised. The Panel members were being selected and they would be supported by officials from Economics Division – if external expertise is required it will be facilitated. The Board agreed that the review must be practical and evidence-based.</p> <p>The terms of reference are to be issued to I McMorris for his information.</p> <p>There were 42 expressions of interest initially – this has been refined to 22. There will be a meeting w/e 14 November 2008 to evaluate the projects but it is expected to start the projects before the end of 2008.</p> <p>The Board had nothing to add to the oral brief given in August 2008.</p> <p>F Hepper informed the members that 3 evaluation reports are nearing completion. The evaluation of</p>	T Simpson

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	It was noted that CPD will be strengthening TOR for third party contractors, but not retrospectively for existing contracts. It was agreed that it was important that DETI continues to keep TPOs informed of their information management responsibilities.	
Corporate Governance		
DB8/18 Minutes of 14 October 2008 DAC DB8/19 Quarterly Assurance Statements & Risk Management	<p>I McMorris advised the Board that Bill McGinnis has joined the Departmental Audit Committee as an Independent Audit Committee member.</p> <p>He asked the Board to note the minutes.</p> <p>D Sterling noted a number of risks which were assessed as high/high and suggested these should be kept under review. These were discussed and action was agreed with each Head of Division as to any necessary work required to reduce the risk.</p> <p>T Cooper highlighted a new risk - financial arrangements of TPOs. Board members were asked to check on this risk if it was appropriate to them. This exercise is to issue from Finance Division.</p>	<p>T Cooper</p>
Media Strategy Issues		
DB8/20 Media Strategy	The Board accepted the media analysis paper as read.	
Any Other Business – none		

Jo Kane