

WEEKLY BUSINESS REVIEW
Monday 1 November 2021 @ 2:00pm
A G E N D A

1. Apologies
2. Matters arising
3. Minister's diary
4. Forthcoming Executive and Assembly business
5. Media and presentational issues
6. Fol and EIR requests
7. Chair's business
8. Emerging issues
9. Preparation for weekly stocktake
10. AOB

Action Points

Present Declan McGeown (Chair)
 Julie Thompson
 Andrew Murray
 Louise Thompson
 Gavin Irwin
 Lindsay Rainey (note taker)

Apologies Katrina Godfrey
 Sian Kerr
 Áine Gaughran
 Christine McCotter

Agenda Item No.	Action Required	Officer Responsible
2.	<p>Matters Arising Comms team considering the Department's participation in the 2022 Balmoral Show.</p> <p>Private Office is preparing statistics in relation to the volumes of casework. Gavin to liaise with Private Office re timing.</p>	<p>Louise</p> <p>Gavin</p>
3.	<p>Minister's diary As the Minister will be out of the Office from Wednesday of next week any upcoming ministerial business should be submitted well in advance.</p>	All

4.	<p>Forthcoming Executive and Assembly business It is proposed that a paper will be prepared for the Executive meeting this week in relation to the Minister's signature re net carbon zero in advance of COP26.</p>	Julie
5.	<p>Media and presentational issues Opportunities for relevant media briefings should be identified and discussed with the Comms Team.</p>	All
7.	<p>Chair's business Declan provided an update on the recent NICS Board meeting including the following specific issues:</p> <ul style="list-style-type: none"> • Social Value presentation, with training scheduled for January; • contingency planning by the UKG in relation to the implications of Brexit; • the priorities for the NICS Board, including the four Permanent Secretary-led groups; • update from HOCS meeting in Whitehall re the COVID inquiry; • Hybrid Working Policy; • vacancy management. Gavin is currently leading on an exercise to confirm the Departmental vacancy position; • NIW pressures as highlighted by Katrina; and • the current Permanent Secretary competition. 	

<p>8.</p>	<p>Emerging issues</p> <p>Declan advised that the Minister will be speaking at the Power of Water event this week. The background and rationale for the event were discussed, alongside associated communications.</p> <p>Julie provided an update on recent TEO-led activity in relation to the establishment of an Infrastructure Commission.</p> <p>Julie reported on her attendance at the first of the HOCS meet and greet events for G3s.</p> <p>Andrew reported on a serious incident involving a street lighting operative.</p> <p>The Roads and Rivers H&S Committee's views on DSE proposals to be conveyed to Linda MacHugh.</p> <p>Andrew advised that he is in discussions with Katrina regarding staffing requirements in respect of a number of key posts. Potential short term solutions were discussed in respect of Reservoirs.</p> <p>An announcement on the Belfast Regional City Deal is due in the near future. Careful consideration will be given to any associated press statement by the Minister.</p>	<p>Andrew</p> <p>Andrew</p>
<p>9.</p>	<p>Preparation for weekly stocktake</p> <p>Declan reminded G3s of the need to be prepared to speak to priorities.</p>	<p>G3s</p>
<p>10.</p>	<p>AOB</p> <p>Staff to be encouraged to take part in the Digital Skills Survey.</p> <p>The recent e-mail re the Code of Conduct to be highlighted within teams.</p> <p>Linda MacHugh's recent communication re accommodation was discussed.</p>	<p>All</p> <p>All</p>

	Next Meeting The next meeting is scheduled for Monday 15 November at 2pm.	Lindsay
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