WEEKLY BUSINESS REVIEW Monday 13 December 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 Katrina Godfrey (Chair)

Declan McGeown Julie Thompson Andrew Murray

Sian Kerr

Fionnuala Campbell Christine McCotter

Lindsay Rainey (note taker)

Apologies Áine Gaughran

Emma Duffy

Agenda	Action Required	Officer
Item No.		Responsible
2.	Matters Arising All matters arising from the previous meeting are complete or are covered elsewhere in the agenda.	
3.	Minister's diary Julie is awaiting a date to discuss the RSTNTP. It was agreed that careful consideration must be given to the current public health guidance when organising visits, meetings and photocalls. Sian agreed to reinforce this message with Private Office colleagues.	Julie Sian
4.	Forthcoming Executive and Assembly business It was noted that the Minister has Orals/Topicals and an adjournment debate in the Assembly tomorrow.	

5.	Media and presentational issues	
J.	Fionnuala provided an update.	
7.	 Chair's business Katrina provided an update from last Friday's PSS meeting, including the following: COVID update; Avian Flu update including responsibilities of landowners; Supply chain resilience; Civil contingencies planning; Forthcoming Executive business, up to the end of the Mandate; ISNI; and The appointment of new NICS operational delivery apprentices. 	Declan, Andrew
	Katrina also provided an update on the emergency PSS meeting that took place on Friday evening. The potential impacts for the Department were discussed in detail.	
	The draft budget was discussed with particular reference to the associated EQIA and the potential impact on our statutory obligations. It was agreed that Sian would recirculate the Audit of Inequalities and Declan would arrange for the Budget document and the Hansard of the Finance Minister's Oral Statement to be circulated.	Sian Declan
8.	Emerging issues Andrew highlighted the financial and HR work now in hand to support the implementation of the recent Living Wage Foundation commitment as it applied to the Roads industrial workforce. The need to support NICS HR and to ensure that any decisions are taken in the correct forum was recognised. Andrew would keep SLT and the Departmental Board fully updated.	Andrew
	Andrew provided an update regarding the use of VMS for COVID messaging.	
	Julie provided an update from the Diversity Network, including early plans for International Women's Day 2022.	
	Julie gave an update on the recent meeting re the establishment of an Infrastructure Commission. An Executive paper is currently being prepared by TEO.	
	Declan reported on last week's Adherence Group	

	meeting and also on a forthcoming meeting regarding CoDA. Declan provided an update on the position regarding the Translink PSA and on the arrangements for a debrief on the Transport Hub FBC process.	
9.	Preparation for weekly stocktake Stocktake is by way of written updates this week.	
	Next Meeting The next meeting is scheduled for Monday 10 January 2022 at 2pm.	Lindsay Emma