

**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

<b>Agenda Item No.</b>	<b>Action Required</b>	<b>Officer Responsible</b>
<b>2.</b>	<b>Matters Arising</b> All matters arising from the previous meeting are complete or are covered elsewhere in the agenda.	
<b>3.</b>	<b>Minister's diary</b> 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.	<b>Julie</b>  <b>Sian</b>
<b>4.</b>	<b>Forthcoming Executive and Assembly business</b> It was noted that the Minister has Orals/Topicals and an adjournment debate in the Assembly tomorrow.	



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