

# TOP MANAGEMENT GROUP

## ACTION POINTS

24 February 2020

### Attendees:

Sean Holland (Chair)  
Charlotte McArdle  
Michael McBride  
Deborah McNeilly  
David Gordon  
Dan West

### In attendance:

La'Verne Montgomery  
Kiera Lloyd

NR v NICSHR  
NICSHR  
NR

### Apologies:

Richard Pengelly  
Sharon Gallagher  
Jackie Johnston

Subject	Action	Person Responsible
NICSHR Update	NR introduced her colleague NR, DoH NICS HR Strategic Business Partner, who will attend to provide future TMG updates. NR referred members to the circulated papers and highlighted the removal of the restriction on Elective Transfers. She provided an update on the ongoing SO/DP recruitment competitions and also explained the availability of the NICS HR mediation service. NR offered to provide information sessions for staff, both on the mediation service and on guidance around reasonable adjustments. NR agreed to contact La'Verne Montgomery to discuss arrangement of these sessions. La'Verne advised that Permanent Secretary had asked her to highlight the need for further focus by all business areas on compliance with performance management reporting and members agreed to remind their teams accordingly. TMG went on to discuss the importance of completion of mandatory E-learning and asked NR and NR to brief NICS HR colleagues on identified system issues which required further review.	All to Note  NR NICS HR  TMG Action  NR / NR - NICS HR

<b>Media Update</b>	<p>David Gordon provided an update on current and forthcoming media matters including:</p> <ul style="list-style-type: none"> <li>• Coronavirus;</li> <li>• Budget;</li> <li>• Waiting Times</li> <li>• Infected Blood Inquiry; and</li> <li>• Ministerial meetings.</li> </ul>	<b>All to Note</b>
<b>Finance Update</b>	Deborah McNeilly updated TMG members on the latest financial position, the likely date for Executive budget discussions and the key linkage to future PfG commitments.	<b>All to Note</b>
<b>Evaluation of DoH “Making a Difference” Awards</b>	<p>La’Verne provided the background to the 2019 “Making a Difference” Awards and outlined the outcome of the evaluation. TMG agreed to support the awards for 2020, with further evaluation of the scheme to be presented to TMG in due course.</p> <p>La’Verne asked that TMG members encourage nominations when the 2020 awards launch in the coming months.</p>	<b>All to Note</b>
<b>Assembly and Ministerial Business Update</b>	La’Verne confirmed that colleagues had already been made aware of upcoming key dates and commitments. She reminded TMG of the current deadline for return of briefing for the Minister by 1100 today.	<p><b>All to Note</b></p> <p><b>TMG Action</b></p>
<b>EU Exit Update</b>	La’Verne confirmed the Executive’s Brexit Sub Committee had met for a third time, but that its specific role and responsibilities remained under review.	<b>All to Note</b>
<b>AOB</b>	<p>Inputs for PfG – La’Verne explained that responses to the update for Outcome 4 were required by noon.</p> <p>Staffing of EOC – Michael McBride briefed colleagues on arrangements for the EOC and his letter to staff seeking expressions of interest to support current EP staff. He confirmed the commitment would be limited to ½ day, to 1-2 days at a time and not be a permanent arrangement for volunteers. TMG discussed the range of pressures facing DoH staff in terms of managing Assembly business, supporting the Minister and the arrangements around Coronavirus. La’Verne</p>	<p><b>All to Note</b></p> <p><b>All to Note</b></p>

	<p>explained that extensions to correspondence/TOF cases were possible and that Ministerial events were under review to factor in the overall commitments required by staff. Michael noted he would be attending PSS on Friday 28 February, on behalf of the Permanent Secretary, and he would take the opportunity to highlight the impacts of these pressures and deadlines and also the need for NICS departments to consider their own responses to Coronavirus.</p>	
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