RPA Communication Steering Group
2nd Meeting
10.00am, Cherry Room, Lagan Valley Island, Lisburn
16th June 2006

Chair:	Chris Stewart	(DE)
Secretary:	Christine Kidd	(DE)
Attendees:	Revd Ian Ellis	(TRC)
	Daryll Kenny	(NEELB)
	Karen Gribbon	(CCEA)
	Oliver Kelly	(WELB)
	Richard Billock	(SELB)
	John Miskelly	(GBA)
	Nicky McBride	(SEELB)
	Deirdre Vaugh	(Staff Commission for ELBs)
	Paul O'Connor	(CCMS)
	John Martin	(BELB)
	Karen Witherspoon	(Youth Council)
	Denis Palmer	(Youth Net)
	Deborah Girvan	(NICIE)
	Wendy Eager	(DE)
	Tina Gamble	(DE)
	Joan Cassells	(DE)
Apologies:	Mark Langhammer	(NITC)
	John D'Arcy	(ANIC)
	Rev Timothy Bartlett	(Catholic Trustees)
	Chris Dardis	(RTU)
	Mary Field	(Youth Net)
	Angela McAllister	(DEL)
	Liam Barr	(DE)
	Kim Martin	(DE)
	Ann Martin	(DE)
	Pol Ó Mórdha	(CnaG)
	Brian Campfield	(NICICTU)
	Gareth Nicholson	(DCAL)

No.	***Description***	***Action***
1.	**Welcome**	
a.	C. Stewart opened the meeting at 10.00 and welcomed new members to the group. Apologies were read and noted.	
2.	**Minutes of previous meeting**	
a.	The Minutes were presented to the Group as a true and accurate record of the meeting that took place on 9th May 2006. The Group adopted the minutes as presented.	
3.	**Communication Strategy**	

a.	A draft Communication Strategy, developed in light of the first Group meeting, was put to the Group for comment and agreement.	
b.	In Annex A, Stakeholder communication map, it was agreed that the entry for ELB staff should be replicated for other stakeholder organisations' staff.	**PMO**
c.	It was agreed that children and young people should be emphasised as a priority group throughout the strategy.	**PMO**
d.	It was agreed that community and voluntary organisations representing the nine section 75 categories should be included in the strategy.	**PMO**
e.	A discussion was had as to the best methods of communication with community and voluntary organisations. The main methods for this group were felt to be electronic, face-to-face and through the Joint Consultative Forum. D. Palmer offered assistance from Youth Net in respect of this.	**PMO**
f.	The question of combining the Communication Strategy with a Consultation strategy was raised. It was explained that the delivery of the communication strategy will form the majority of the consultation on the policy issues – there will be no further statutory or formal consultation on the RPA policy proposals. The next formal consultation stage will be for the draft legislation.	
g.	It was agreed that "work on the Bain Review" should move from 'Exclusions' to 'Interface Areas'.	**PMO**
4.	**Communication as an RPA project**	
a.	A suggestion was raised as to whether Communication should be made a dedicated project within DE. C. Stewart asked the Group if they would like to formally make this recommendation to the department. The motion was not seconded.	
5.	**Road shows and other stakeholder engagement**	
a.	It was agreed that face-to-face engagement with stakeholders should be increased.	
b.	The RPA team and HR project team reiterated their willingness to meet stakeholders on a face-to-face basis throughout the review. C. Stewart stated that he would write to stakeholder organisations, offering to come and speak to groups of staff on RPA.	**C. Stewart/ PMO**
c.	It was agreed that DE would circulate a standard presentation on RPA to all group members.	**PMO**
d.	C. Stewart accepted an invitation from D. Girvan to speak to staff in her organisation.	**C. Stewart**
e.	It was agreed that full-scale road shows should not take place at this stage in the Review. Informal briefings with stakeholder organisations should be held throughout the summer months, and full-scale roads shows should wait	**DE RPA teams**

	until more information is available.	
f.	P. O'Connor asked if a DE representative would speak at an upcoming CCMS conference. C. Stewart agreed that he would do this if possible. P. O'Connor to provide further details.	**P. O'Connor, C. Stewart**
6.	**Information to be communicated to stakeholders**	
a.	A discussion was had as to the amount and quality of information that could be given to stakeholders at this time.	
b.	Answers to the most frequently asked questions, regarding HR issues, are not yet available. Answers to most of these questions are not likely to be available until the Public Service Commission (PSC) have given their guiding principles and the Chief Executive (designate) is in place.	
c.	It was agreed that a timetable should be produced, detailing when further information regarding particular areas of the Review is likely to be available (e.g. information on location of the ESA, TUPE arrangements, etc)	**PMO**
d.	It was agreed that information on the legal aspects of HR, such as TUPE, should be disseminated to stakeholder organisations as soon as possible, as this may help alleviate staff concerns.	**HR project**
e.	It was discussed that groups such as CCMS, NICIE and CnaG are more uncertain about their future that the ELBs at the moment. It was agreed that steps should be taken as quickly as possible to try to address this issue.	**C. Stewart PMO Communication Group**
f.	It was agreed that bulletins should issue to all organisations on the newsletter circulation list as soon as possible following major decisions and announcements (e.g. the advertisement of top ESA posts, outcome of Internal Review etc).	**PMO**
7.	**RPA – Moving Forward**	
a.	The draft second edition of the RPA news letter was put to the group for comment and approval.	
b.	C. Kidd thanked K. Gribbon for her work on the first stakeholder contribution to the RPA news letter.	
c.	Subject to any amendments sent to C. Kidd before close of business Thursday 22 June, the group accepted the draft as presented.	**Group members, C. Kidd**
d.	It was agreed a contribution from a stakeholder organisation, written by a Group member, would be included in each issue of the news letter. This will help to give staff in stakeholder organisations a greater sense of ownership and involvement in the newsletter and RPA.	**Group members**
e.	C. Kidd asked for volunteers to write the input for the	**Group**

	next issue of the newsletter. Any interested members should contact C. Kidd by the end of June.	**members**
f.	It is hoped that the advertisement for the Chief Executive (designate) will be placed very soon. This is dependent on clearance from the PSC. Although it may not be possible to include information on this in the June edition of the newsletter, it was agreed that a bulletin should issue to all organisations on the newsletter circulation list as soon as possible.	**PMO**
11.	**Next Meeting**	
a.	Members agreed to contact PMO with any questions their organisation would like to see answered in the next issue of the newsletter.	**All members**
c.	The next meeting will take place in September, venue to be confirmed.	**PMO**
d.	Members who cannot attend the next meeting are to inform PMO as soon as possible.	**All members**
e.	The meeting concluded at 12.20.	

Christine J. Kidd