

**Communicating Change Consultative Group, 7th Meeting, NEELB Antrim
Board Centre, Antrim, 21 January 2009**

Present: Richard Bullick (SELB)
Patricia Ward (WELB)
Daryll Kenny (NEELB)
Frances Logue (CCEA)
John Martin (BELB)
Patricia Weir (Staff Commission)
Carole Johnston (RTU)

Apologies: Micheál O Duibh (CnaG)
Frances Donnelly (NICIE)
Emma Hegarty (CCMS)
Sarah Lowe (SEELB)
David Guilfoyle (YCNI)
Michael Henderson (DE)

In attendance: Robert Shilliday (ESAIT)
Mary Scullion (DE)
Eve Stewart (DE)
John McCourt (DE)

The meeting commenced at 10.40am.

1. Mary Scullion welcomed everyone to the meeting. Introductions were made.
2. The minutes from the meeting on 27 November 2008 were agreed with one amendment to paragraph thirteen – Legislation Update.
3. Mary spoke about the Actions Arising from the meeting on 27 November 2008.
 - Chief Executives were briefed on the proposed Service Delivery Models (SDM) at the November meeting of the Transition Board and a paper on the November/December workshops was also circulated.
 - PA Consultants had no involvement in the SDM workshops.
 - A summary of the first bill was circulated to the group on 5 December 2008.

Legislation Update

4. Eve Stewart updated the group on the Legislation situation.
 - The First Bill passed through its Second Stage in the Assembly and moved to Committee Stage on 9 December;
 - The Education Committee has 30 working days to examine and scrutinise the Bill, but can put forward a Motion to the Assembly to extend this period if they so wish;
 - If the Committee exercise this right, the timetable for establishing ESA on 1 January is not likely to be affected;

- The Education Committee recently published a public notice in the local press inviting written submissions on Bill One and are now taking evidence on policies leading into Bill Two and policies in Bill One;
- The key issues relating to Bill Two are Area Based Planning; Ownership of Controlled School's Estate; Education Advisory Forum and Network for Youth;
- It is still the Minister's intention for the ESA to be established on 1 January 2010 and for Bill Two to be introduced to the Assembly before summer recess; and
- DE Policy Paper 20 relating to the Ownership of the Controlled School's Estate is out for consultation which ends on 9 March 2009.

5. Mary Scullion added that even though it is the Minister's wish to have the Second Bill on the statute books by 1 January 2010, this is not required to enable the ESA to be established on that date.

6. The group then discussed the debates that have gone on within the Assembly and the Education Committee relating to the Bills and also the Legislation process.

ESAIT Update

7. Robert updated the group on the progress that ESAIT has made since the last meeting, what they are currently working on and what they have planned over the coming months.

- Gavin Boyd addressed the Youthnet Member's Conference on 4 December 2008. Gavin's presentation is published on the ESAIT website to view.
- A meeting is planned with Marie Mallon, HR Director Belfast Trust, to discuss the feedback received from the Health Research Seminar held on 9 December of which Marie was one of the main speakers.
- The presentation and video clip from the Service Delivery Model (SDM) workshop held on 10 December is published on the ESAIT website under the Designing ESA heading.
- Gavin Boyd met with board members and staff of the Southern Education and Library Board (SELB) on 10 December. The presentation and Q & A from the day is published on the ESAIT website.

8. Richard Bullick, the representative from SELB, provided the group with feedback on the meeting. Richard advised that all members of staff had been invited to the meeting and that over 100 had attended; the feedback from staff has been very good with staff finding the face-to-face interaction useful; that Gavin had stated that it was the delivery of the services that was changing and it shouldn't reflect on the excellent work carried out by the staff within the boards; and that there was going to be no big change come 1 January 2010, it would be a transitional process.

ESAIT Update (continued)

9. Robert continued with the ESAIT Update.

- Gavin met with the Board of the Youth Council on 15 December 2008. The presentation and Q & A is published on the ESAIT website.
- The ESAIT update was published on 18 December.

- ESAIT website statistics for final quarter were best of the year.
- A second communications survey will run from 26 March to 8 April. A questionnaire has been circulated to the group for their comments.
- A review of the frequently answered questions section on the ESAIT website is underway. Feedback has been received from Project Managers and Robert will be in contact with group members over the coming weeks for their comments.
- Education Quality and Children's Services groups have been set-up. The membership of both groups includes a cross section of current providers of education services and current practitioners.
- Proposals for the ESA Senior Management structure are currently being discussed with DE. It is expected that the documents will be issued for consultation shortly. DE has indicated its intention to have the 2nd tier structures agreed by mid February, with recruitment to the 2nd tier underway in early spring. Any individual appointed will be appointed on a designate basis.
- An article has been produced for the Linked magazine which is aimed at the school audience. The article will be published on the ESAIT website after the magazine is published in February.
- The initial location audit is due with ESAIT in the coming days.
- Consultation with TUS and HR Managers from the affected organisations on the draft documents in relation to Recruitment, Re-deployment and Voluntary Severance (RRVS) Strategy and Staff Transfer Scheme are making good progress. The feedback received will be published on the ESAIT website in due course.
- The Transition Board is scheduled to meet again on 9 March. The minutes of previous meetings are published on the ESAIT website.
- An ESAIT Update will be published on the ESAIT website at the end of February. The group will be consulted on the draft beforehand.
- Robert will be in contact with the group in the coming weeks regarding crisis communications/risk analysis and also to confirm who within the relevant organisations have been media trained, or will require training in preparation for day one of ESA.

Best Practice

10. Robert explained that Emma Hegarty, the representative from CCMS, was intending to brief the group on Best Practice within CCMS but due to Emma's unavailability, this would be re-scheduled for the next meeting.

Any Other Business

11. Eve advised the group that Joe Reynolds had begun working within the RPA Team of DE on communication issues and would be attending future meetings.

Dates for future meetings

12. It was agreed by the group that they would meet again on Wednesday 25 February as previously agreed but with a 2.30pm start, and Tuesday 31 March at 10.30am, both in Antrim Board Centre availability of venue permitting.

The meeting finished at 12.10pm.

Action point	Assigned to	Due by
9 (v) Review of the frequently answered questions section on ESAIT website.	Robert Shilliday	25 February