

**Communicating Change Consultative Group, 8th Meeting, NEELB Antrim
Board Centre, Antrim, 25 February 2009**

Present: Richard Bullick (SELB)
Micheál O Duibh (CnaG)
Frances Donnelly (NICIE)
Patricia Ward (WELB)
Emma Hegarty (CCMS)
Frances Logue (CCEA)
John Martin (BELB)
Carole Johnston (RTU)

Apologies: Daryll Kenny (NEELB)
Patricia Weir (Staff Commission)
Sarah Lowe (SEELB)
David Guilfoyle (YCNI)
Michael Henderson (DE)
Mary Scullion (DE)

In attendance: Robert Shilliday (ESAIT)
Joe Reynolds (DE)
John McCourt (DE)

The meeting commenced at 2.30pm.

1. Robert Shilliday welcomed everyone to the meeting. Robert introduced Joe Reynolds to the group and explained that Joe had begun working within the RPA Team of the Department and would be focusing mainly on communications.

2. The minutes from the meeting on 21 January 2009 were agreed with one amendment to paragraph nine – point eleven.

3. Robert spoke about the Actions Arising from the meeting on 21 January 2009.

- The review of the frequently answered questions section on the ESAIT website is continuing with the aim of having a draft with the group before the next meeting.

ESAIT Update

4. 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.

- Robert thanked those in the group who had already responded in relation to the audit of staff in existing organisations who have been formally trained to speak to the media. Closing date for replies is 13 March.
- A second communications survey will take place 26 March – 8 April with the intention of sampling around 1200 staff from across the affected organisations.

Chief Executives will be briefed on the process at the Transition Board on 9 March and will receive further information just prior to the survey. This information will be copied to the group. Robert also confirmed that RTU staff will be included in the survey.

- A copy of the ESAIT Update will be issued to the group for their comments before finalising.
- Consultation on Director Structures for ESA closes on 6 March. The recruitment process for Directors is planned to commence in April with the aim of having Directors appointed before the end of June.
- Following the workshops in November and December, ESAIT has been revising the Service Delivery Models to take account of the feedback received. The process will now move to identify the number of staff, skills and resources required in each function; and determining the appropriate organisational structure and location for each function. It is expected that these will all be finalised by the autumn.

5. The group then discussed a number of topics including the functions sectoral bodies will carry-out post the establishment of ESA; when expressions of interest will be sought from senior managers in the current organisations; the support arrangements for schools come January 2010; the number and make-up of the local delivery units; and, the roles of Boards of Governors and the autonomy schools will have post the establishment of ESA. Robert advised that he would forward to the group the presentation that will be given at the forthcoming Boards of Governors' Conferences taking place in May and June of this year.

ESAIT Update (continued)

6. Robert concluded by stating that with the date for the establishment of ESA now 1 January 2010, changes have had to be made to the critical path and that he would be working with Joe and Michael Henderson to identify a variety of ways to communicate this. Robert also advised that he would consult with the group on this as the work develops.

Legislation Update

7. Joe Reynolds updated the group on the Legislation situation and also the changes that are happening within the Department as a result of RPA.

- Officials from the Department are appearing before the Committee most Wednesdays answering questions on the content of both Bills;
- The Committee is looking closely at structures, area-based planning, policy and employment arrangements;
- Committee Members will soon begin to identify witnesses they would seek to hear oral evidence from;
- After Easter the Committee will scrutinise and vote on the contents of Bill 1 clause-by-clause;
- Once the consultation has finished on Bill 2, the Department will make the relevant changes with the aim of having the draft Bill with the Committee before summer recess; and
- Changes in the structure and functions that the Department will perform after the establishment of ESA are due to come into force on 1 April..

Best Practice

8. Robert introduced Emma Hegarty, the representative from CCMS, and invited Emma to update the group on best practice within CCMS.

9. Emma advised that she was the sole Communications Officer within CCMS and staff are kept updated by:

- A media monitor issued every couple of days to all staff which includes all online articles on RPA & ESA
- Reporting back to SMT, and also providing all staff, on the progress of the Education Bill through the Committee stage
- Disseminating to all staff the information that is provided by ESAIT
- Providing a ESA/RPA section on the Intranet which includes updates and all ESA/RPA documents
- Holding regular staff conferences where SMT brief staff on RPA/ESA updates and developments which are then followed by an open forum Q&A session, and
- Plans are in place to set-up an anonymous Q&A section on the Intranet where staff can ask RPA/ESA related questions.

10. Emma also advised that CCMS set up a Transition Board to look at different areas for the transition to ESA and three sub-groups have been set up by the Board:

- **Winding up CCMS**- will work with staff to communicate about the practical/ logistical aspects of moving from CCMS to ESA.
- **Celebrating CCMS**
- **Managing Training & Development** – in November a one day course introducing competency based interviews was held for all staff and in February there will be a series of two day training programme again for all staff which is being hosted by RTU and will look at building skills & capabilities, issues around change & transition, maintaining current performance, learning strategies, competency frameworks as a confidence builder & hurdling hesitation, overcoming self-consciousness.

11. Emma concluded by stating that RPA/ESA is a standing agenda item at every CCMS internal meeting and will also be on the agenda for a series of meetings with Principals and Chairs of Boards of Governors and Trustees.

Dates for future meetings

12. The next meeting is scheduled for Tuesday 31 March at 10.30am in Antrim Board Centre with a future meeting planned for early May.

Action point	Assigned to	Due by
4 (ii) Information received by the Chief Executives in relation to the Communications Survey to be copied to group	Robert	24 March
4 (iii) Draft copy of the ESAIT Update to be circulated to group	Robert	Complete

5. Copy of the presentation given at the BOG conferences		April 2009
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