

**Communicating Change Consultative Group, 6th Meeting, NEELB Antrim Board Centre, Antrim, 27 November 2008**

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

Apologies: Micheál O Duibh (CnaG)  
Frances Donnelly (NICIE)  
Mary Scullion (DE)

In attendance: Robert Shilliday (ESAIT)  
Michael Henderson (DE)  
Eve Stewart (DE)  
John McCourt (DE)

The meeting commenced at 10.40am.

1. Robert Shilliday welcomed everyone to the meeting. Introductions were made.
2. The minutes from the meeting on 22 October 2008 were agreed with two amendments to paragraph nine - Transition Update.
3. Robert spoke about the Actions Arising from the meeting on 22 October 2008.
  - The legislative article was included, and the roadmap article updated, for RPA News – Issue 2.
  - A draft electronic copy was issued to the group for comment and if hard copies were required.
  - The news letter was distributed as required.
  - The Minister in her speech to the Assembly on 25 November indicated that she will move quickly to appoint key second tier officers to the ESA.
  - Publishing of SDM consultation will be discussed during the ESAIT update
  - Additional information on CCEA's change management training and forum has been circulated to the group.

**RPA News Feedback**

4. Robert advised the group that he had received feedback from a number of sources on the second issue of RPA News. Robert added that all feedback is welcome and this will all be taken into account when considering articles for future issues.

**ESAIT Update**

**5.** Robert updated the group on the work that is on-going within ESAIT.

**6.** ESAIT will be holding the next series of workshops in the process of developing service delivery models for ESA. The workshops will run from 28 November to 18 December and will be attended by key service managers. The purpose of these workshops will be to:

- seek views on the draft future service delivery models;
- provide an opportunity to contribute to thinking on the future service delivery models; and
- identify issues associated with moving to future service delivery models.

A member of the group enquired if all Chief Executives received the papers relating to the proposed service delivery models. Robert replied that he would clarify this.

**7.** A member of the group stated that it might be problematic for smaller organisations to attend the different workshops. Robert replied that the presentations from each of the workshops will be posted on the ESAIT website. Those unable to attend will then have the opportunity to view the presentations and submit their comments.

#### RPA in Health Research Seminar

**8.** The group discussed the agenda for the RPA Communications in Health Research Seminar being held in Lough Neagh Discovery Centre on 9 December. Robert added that it should be an interesting and informative seminar and if they are able, members of the group should try and attend the event.

#### ESAIT Website

**9.** A new layout has been introduced to the ESAIT website. Robert added that any feedback on the new layout is welcomed.

#### SELB

**10.** Robert advised the group that Gavin Boyd has been invited to the SELB and invited Richard Bullick, the representative from the SELB, to update the group on the agenda for the visit.

**11.** Richard explained that all staff are being invited to join board members for the meeting with Gavin but if the numbers become too much, they will have to restrict the number that can attend. Robert added that the offer is still there for Gavin Boyd to visit any of the organisations to address staff and answer questions.

#### SDM Workshops

**12.** A member of the group enquired if PA Consultants would be involved in the SDM workshops. Robert replied that he would clarify this.

#### Legislation Update

**13.** Eve Stewart updated the group on the Legislation situation.

- The Education Bill and Explanatory and Financial Memorandum were considered by the Executive on Thursday 20 November and approval was given to introduce the Bill to the Assembly;

- The Bill was introduced on 25 November with the Second Stage during which the principles of the Bill are considered and voted on, expected on 8 December;
- If the Bill passes the vote, it moves to Committee Stage where it is scrutinised Clause by Clause. This stage usually lasts 30 calendar days but the Committee can request an extension;
- The target is for Bill 1 to be on the statute books before the 2009 summer recess;
- It is the Minister's intention for ESA to be established by 1 January 2010; and
- The Minister proposes to introduce the Second Bill to the Assembly by June 2009 with the aim that it would be on the statute books by 1 January 2010 if possible, and no later than 1 April 2010.

**14.** The group then discussed the debate that took place in the Assembly on Monday during the First Stage of the Bill. The discussion centred round the appointment of key second tier officers to ESAIT; doubt that exists within the organisations that ESA will happen; the make-up and appointment process for the ESA Board; the concerns that staff have regarding location and staffing issues and the problems with vacancy control.

**15.** At the end of the debate, Eve advised the group that the Bill and Memorandum are published on the Assembly website to view and that she would forward a summary of the first bill to John for onward communication to the group.

**16.** A member of the group thanked Robert and Michael for the information that was issued after the Executive meeting. Robert replied that they had undertaken to issue information as soon as they can and they will continue to do so.

#### Best Practice

**17.** Robert explained that under the Terms of Reference of the group, part of the remit was to share best practice and this had been agreed at the previous meeting. Robert thanked Frances for her update at the previous meeting and invited Patricia Ward, the representative from WELB, to update the group on best practice within WELB.

**18.** Patricia explained that because of the changes that are happening within the education sector as a result of the RPA, good communication to all staff is vital and within the WELB they have a number of ways of doing this. These include:

- A RPA Update article within their monthly news letter "On Board";
- RPA being discussed at every team meeting to allow staff the opportunity to pass questions back up the line to SMT;
- Chief Executive convening seminars for all staff within the board where the opportunity to address questions and concerns is available. Those staff outside the board headquarters have access to these seminars by way of video-link;
- ESAIT implementation as a standing item on every Departmental Brief;
- The establishment of a RPA Committee consisting of Chairs and Vice-Chairs of all Committees to discuss everything in relation to ESA;

- A Principals Forum representing Principals from all the sectors has RPA as a standing agenda item for all its meetings which the Chief Executive also attends. The minutes of these meeting are then circulated to all Principals;
- The creation of a RPA folder on the Intranet for all information relating to the RPA;
- Staff having the opportunity to submit questions relating to ESA via the Intranet which will be then forwarded to ESAIT for a reply if possible;
- A Library Authority Transition Group has been established; and
- The creation of a new folder on the Intranet which would contain all the training courses available to staff to aid them through the change process.

19. Patricia concluded by stating that they are also planning a programme of delivering change training for all staff at all levels.

It was agreed that the group would meet again on Wednesday 21 January and Wednesday 25 February both at 10.30am and Antrim Board Centre, availability of venue permitting.

The meeting finished at 12.10pm.

<b>Action point</b>	<b>Assigned to</b>	<b>Due by</b>
6. If all Chief Executives received the papers relating to the proposed service delivery models	Robert Shilliday	Chief Executives were briefed on the process at the November meeting of the Transition Board. A paper on the November/December workshops was also circulated.
12. Will PA Consultants be involved in the SDM workshops?	Robert Shilliday	No – the workshops are being run by ESAIT
15. A summary of the first bill to be circulated to the group	John McCourt	Issued 05/12/08