

**Communicating Change Consultative Group, 13th Meeting, SELB Head Office,  
Armagh, 05 October 2009**

Present: Micheal O Duibh (CnaG)  
Patricia Weir (Staff Comm)  
Emma Hegarty (CCMS)  
Daryll Kenny (NEELB)  
Richard Bullick (SELB)  
John Martin (BELB)  
Ruth Maguire (CCEA)  
Sarah Lowe (SEELB)

Apologies: Frances Donnelly (NICIE)  
Pat Ward (WELB)  
David Guilfoyle (YCNI)  
Byron Evans (RTU)  
Michael Henderson (DE)  
Frances Byrne (ESAIT)

In attendance: Robert Shilliday (ESAIT)  
Angela Devine (ESAIT)  
Joe Reynolds (DE)  
John McCourt (DE)  
Geraldine Quinn (DE)

1. Joe Reynolds welcomed everyone and thanked Richard Bullick for hosting the meeting.

**2. Minutes of meeting 19 August 2009**

The minutes were cleared with the agreement that Patricia Weir's apology for absence from the meeting be recorded.

**3. Actions Arising**

**Robert Shilliday**

Robert advised the group that Assistant Directors would now be called Deputy Directors. Work was continuing on the Deloitte proposals on Deputy Directors and discussions were still on-going regarding the details and nature of the consultation.

Gavin Boyd's second vodcast was published on the ESAIT website on 22 September and to date has received approximately 1500 hits.

RPA News – Issue 4 would be discussed as an agenda item.

**4. Legislation Update**

**Joe Reynolds**

The Committee Stage for Bill 1 concluded on 30 September 2009 but to date the Committee's report has not been published on the Assembly website. The Bill will now move to Consideration Stage with a date for the debate still to be agreed by the Assembly Business Committee. There was not total agreement in Committee on each recommendation however, these will go to the floor of the Assembly for debate and to be voted on.

There was broad agreement between the Minister and the Committee that the number of ESA Board Members will increase however, it would be for the Assembly to determine the actual number of members.

Once Consideration Stage is completed, the Bill moves to Further Consideration Stage with a gap of at least five working days between each stage. The Bill will then move to Final Stage with the aim of receiving Royal Assent before 31 December 2009.

A memorandum on Bill 2 has been circulated to the Executive for discussion on a date still to be agreed. It is then hoped that the Executive will agree for the Bill to be introduced to the Assembly thereafter.

DE's aim was for Bill 2 to become law along with Bill 1 but this will not now be the case.

A member of the group enquired if there were any plans to communicate a message to staff once Consideration Stage had been completed. Robert replied that they would and Joe suggested that the Minister would likely issue public comment.

## **5. ESAIT Update**

**Robert Shilliday**

### ***5.1 ESAIT Update***

The October edition of ESAIT Update was issued to stakeholders and published on the ESAIT website on 2 October 2009.

### ***5.2 ESAIT Communications Team***

After a recent trawl, Frances Byrne and Angela Devine have been seconded to the Communications Team at ESAIT with effect from 5 October. They had previously worked at CCEA and WELB respectively.

### ***5.3 Communications Survey***

ESAIT intends to conduct two pulse surveys with approximately 500 staff in a range of grades across the RPA affected organisations including DE. The surveys will have no more than 10 questions and have been scheduled for November 2009 and February 2010.

It is still the intention to conduct the main communications survey in April 2010.

#### ***5.4 Directors***

Six of the seven Directors (Designate) have been appointed. Discussions are continuing regarding the filling of the remaining post, Director of Strategic Planning,

#### ***5.5 Creating the ESA Corporate ID***

Robert thanked those who had attended the recent workshop for their valuable input and feedback, a lot of which has been fed back to the designers. The aim is to take the developed ideas to schools within the different sectors for their thoughts.

The thoughts of Will Haire, Gavin Boyd and Seán Hogan will also be incorporated before the final ideas are presented to the Minister for a decision. The group will be kept up-to-date with any developments.

#### ***5.6 Meeting and communicating with staff***

Gavin Boyd is due to record his third webcast on Friday with the aim of publishing it on the ESAIT website by 16 October. The group was asked to forward to Robert any issues that they would like to see covered in future webcasts.

Robert reported that Gavin Boyd is due to meet with Principals from the Integrated Sector on 9 October; staff from the SEELB on 13 October and Principals from the SELB on 21 October. The meeting scheduled for 21 October will be relayed to different centres throughout the Board to ensure a wider audience as possible.

#### ***5.7 Notifications to schools***

Robert advised that ESAIT would be writing to school Principals before Half Term on a number of issues including banking arrangements. A copy of the letter issued will be forwarded to the group.

#### ***5.8 ESA Roadshows***

ESAIT are planning to hold roadshows for staff towards the end of November/beginning December where the opportunity will arise for staff to discuss with ESAIT Directors and Departmental officials issues which may be of concern to them.

Robert advised that he, and his colleagues within ESAIT, will be in contact with members of the group regarding the arrangements for these roadshows.

Members of the group enquired if a communication was being prepared for members of the media regarding contacts for press queries and also the procedure of clearing press releases/queries come 1 January.

Robert replied that it was essential that the media were informed of communication arrangements post January 2010 and this would be communicated to them in advance of January. Preliminary work had already been carried out on the procedures of



DE has facilitated three meetings for those who have an interest in creating a sectoral support body for the controlled sector. Further meetings are planned as the group aims to raise more support and make others aware of their intentions.

### **8. Dates for future meetings**

The group agreed to meet again in WELB Head Office, Omagh, at 10.30am on Tuesday 3 November and on Tuesday 8 December possibly in Belfast with a venue and time to be confirmed.

<b>Action Point</b>	<b>Assigned to</b>	<b>Due by</b>
4. Message to staff when Consideration Stage is completed	Robert Shilliday/Joe Reynolds	
5.6 Issues to be covered in future webcasts	Members of CCCG	
5.7 ESAIT notification to schools	Robert Shilliday	
6.1 Comments on RPA News – Issue 4	Members of CCCG	Close of play 05 Oct 09
6.2 Articles for RPA News – Issue 5	Members of CCCG	w/e Friday 9 & 16 October