

Communicating Change Consultative Group, 15th Meeting, Staff Commission Office, Forestview, 07 December 2009

Present: Karen Gribbon (CCEA)
Sarah Lowe (SEELB)
Patricia Weir (Staff Comm)
Frances Donnelly (NICIE)
Micheal O Duibh (CnaG)
Richard Bullick (SELB)
John Martin (BELB)
Nigel McCosker (WELB)
Diane Wilson (NEELB)
Richard McKee (BELB)

Apologies: David Guilfoyle (YCNI)
Daryll Kenny (NEELB)
Emma Hegarty (CCMS)
Michael Henderson (DE)

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

1. Joe Reynolds welcomed everyone and thanked Patricia Weir for hosting the meeting.

2. Minutes of meeting 03 November 2009

The minutes were agreed without amendment.

3. Actions Arising

(i) Angela Devine advised the group that the process of compiling costs for re-branding headquarters buildings and internal receptions has begun.

(ii) Contact has been made with the various legacy organisations that provide an internal media monitoring service to ascertain the cost of providing the service. Conference calls have also been arranged with external companies who supply the service.

(iii) Robert Shilliday thanked those who had provided feedback on the paper that had been circulated outlining thoughts for both internet and intranet sites for ESA. Content Champions from each organisation will be sought to ensure the information

which needs to be transferred to the ESA website from each organisational website is moved across.

(iv) There was a 51% response rate to the recent pulse survey. The results have been shared with the group. DE staff will be surveyed this week and the results will be forwarded to the group.

(v) Gavin Boyd is due to record his next vodcast on Friday 11 December. The group was asked to forward to Robert any issues they would like to see covered in future vodcasts.

(vi) Joe Reynolds advised that no comments have been received from the group on articles they would like to see covered in future editions of RPA News. Joe asked the group to forward any suggestions they may have to either Robert or himself. A member of the group suggested an article on how front-line services will be maintained in the run up to the establishment of ESA.

(vii) A update on the Controlled Sector advisory body will be covered in the Legislation Update.

4. ESA Intranet Demo

Frances Byrne introduced Richard McKee (BELB). Richard chairs a working group consisting of members from some of the various legacy organisations who are looking at developing an interim intranet site for ESA.

Richard took the group through three sample sites that the working group had produced and answered various questions relating to each.

Frances Byrne added that work now needs to be done on the content that will appear on the site and asked the group to forward any comments they had on the three sample sites to her.

A member of the group asked if a link to the sample sites could be forwarded and Richard replied that he would circulate this to the group.

Joe Reynolds thanked Richard for his presentation.

5. Legislation Update

Joe informed the group that Bill 1 did not move to Consideration Stage as was planned. The sector would continue to operate under extant legislation until Bill 1 becomes law. The main obstacle to progress relates to the ownership of the controlled estate. The Minister and the relevant parties continue to look at different ways of overcoming this hurdle.

As part of this consideration, the work on developing a Sectoral Support Body for the controlled sector was likely to consider how to address the concerns of the TRC and other interested parties. Nevertheless it was clear that legal impediments to some of the most obvious suggestions meant that it would be unlikely that agreement would be

reached quickly. Against this backdrop, a further meeting of the controlled sector support body planning group was scheduled for early January

Transitional governance and management arrangements have been put in place by the Minister for the period up to the establishment of ESA. These will reduce by about half the numbers that sit on the ELBs while appropriate arrangements for the CCMS, CCEA, Staff Commission and Youth Council are also being made.

The Chairperson and Chief Executive (Designate) will produce a convergence delivery plan to ensure the momentum of reform continues and services remain unaffected.

The group then discussed the various reasons for the legislation stalling, the numbers of the reduced ELB Boards and how these Boards will be populated.

6. ESAIT Update

6.1 Vodcast

Gavin Boyd is due to record his next vodcast on Friday 11 December. The group were asked to forward any issues they would like to see covered in future vodcasts to Robert.

6.2 ESAIT Update

The December edition of ESAIT Update is currently being drafted and will be circulated to the group for comment before it is finalised.

6.3 ESAIT Roadshows

The roadshows scheduled to take place during November and December have been postponed due to the delay in the legislation. However, the invitation for Gavin Boyd to meet and speak with staff from the relevant organisations is still available.

6.4 Staff Transfer Scheme FAQs

Frequently asked questions relating to the Staff Transfer Scheme are currently being updated. More information will be included in the ESAIT Update. Some organisations have also begun consultation meetings with their staff on staff transfers.

6.5 Recruitment of ESA Board Members

80 applicants were shortlisted and have now proceeded to interview stage.

6.6 Director of Strategic Planning

Following assessment centres in November interviews are due to take place on 17 December for this post.

6.7 Deputy Director Structure

The development of the Deputy Director Structure is taking longer than was first expected. This will shortly be submitted to DE for approval.

6.8 ESA Branding

Ideas for the ESA Brand have been presented to DE Top Management Group and also ESA Chairperson (Designate) Seán Hogan. They will now be presented to the Minister. Once a decision has been made by the Minister, it will be communicated to the group.

6.9 Meeting and communicating with staff

Gavin Boyd has met with Catholic Heads Association, South Eastern Secondary Heads Association, the Association of School and College Leaders Conference and is scheduled to meet with North Belfast Principals on Friday 11 December.

6.10 Communications Survey Results

The results of the Communications Survey has been shared with the group and published on the ESAIT website. These will be discussed at a future meeting.

6.11 Internet Working Group

Andrew McAfee (CCEA) is chairing a working group looking at the different options for a new website for ESA. Andrew will be invited to a future meeting to give a presentation to the group on this issue.

7. Brand Transition

Robert introduced Karen Gribbon (CCEA) who gave a presentation to the group on the work that CCEA is currently carrying out to ensure a successful re-brand of the ESA logo.

Robert added that a high level audit had been carried out within the various organisations regarding the branding of headquarters but a lot of work still needs to be done on lesser items such as stationery.

8. AOB

Joe reiterated Robert's invitation for DE and ESAIT staff to visit the legacy organisations and discuss with staff any concerns and answer any questions they may have in the run up to the establishment of ESA. Joe added that work will continue on convergence towards a unitary administrative body for the sector.

9. Dates for future meetings

The group agreed to meet again on Wednesday 20 January at 10.30am in CnaG Head Office, Belfast.

Action Point	Assigned to	Due by
3 (v) Issues to be covered in future vodcasts	Members of CCCG	
3 (vi) Suggestions for RPA News articles	Members of CCCG	
4. Comments on three sample Intranet sites	Members of CCCG	
4. Link to three internet sample sites	Richard McKee	