

**Communicating Change Consultative Group, 11th Meeting, NEELB Antrim  
Board Centre, Antrim, 24 June 2009**

Present: Micheal O Duibh (CnaG)  
Patricia Weir (Staff Commission)  
Angela Devine (WELB)  
Emma Hegarty (CCMS)  
Daryll Kenny (NEELB)  
Richard Bullick (SELB)  
John Martin (BELB)

Apologies: Frances Donnelly (NICIE)  
Frances Logue (CCEA)  
Pat Ward (WELB)  
David Guilfoyle (YCNI)  
Byron Evans (RTU)

In attendance: Robert Shilliday (ESAIT)  
Joe Reynolds (DE)  
Michael Henderson (DE)  
Geraldine Quinn (DE)  
John McCourt (DE)

1. Joe Reynolds welcomed everyone to the meeting.
2. Minutes of meeting 7 May 2009

The minutes were cleared without amendment

**3. Actions Arising** **Robert Shilliday**

Robert advised the group that discussions are continuing with the Department on whether the ESA Assistant Director level structure will be put out for consultation. Once a decision has been made, the details will be sent to the group and published on the ESAIT website.

On the issue of acting up, staff will continue to do so on Day 1 of ESA as long as there is a need for them to do so. Clarifying the wording in recent ESAIT job applications on whether staff will either transfer to ESA or return to their previous organisation, Robert advised that staff will only return to their organisations where these organisations will still exist.

**4. Legislation Update** **Joe Reynolds**

Bill 1 is still before the Education Committee. They have taken evidence from at least 13 witness bodies and received over 30 written submissions but as of yet the Department has received no indication from the Committee of likely amendments.

The Committee will soon be informed of the Minister's proposed amendments but they have indicated that they wish also to view the contents of Bill 2 before completing their consideration of Bill 1.

The timetable for Bill 1 and establishment of ESA by 1 January 2010 is on track and even though the Minister is aiming for Bill 2 to have Royal Assent by then, this is not critical for establishment of ESA.

The Department is in the process of issuing a Policy Memorandum to the Executive by early July with the aim of introducing Bill 2 to the Assembly in September. Sixty per-cent of Bill 2 has been drafted with the remainder due within the next fortnight.

The group then discussed the various types of subordinate legislation and how they work within the Assembly.

Richard Bullick raised the issue of Youth Services and if it would remain within the Education sector. Joe replied that the Minister has stated in the past that there has been no compelling argument to change the current set-up but was willing to listen to all views on this issue.

## **5. ESAIT Update**

**Robert Shilliday**

### ***5.1 Director Posts***

Since the last meeting the structure has been agreed and published on the website, along with consultation responses. The posts are now advertised with a closing date of 29 June. Training has been made available for those interested in applying for posts and half day assessment centres have been arranged for 8 July and 5 August.

### ***5.2 Voluntary Severance***

The process is underway for those at senior level with first offers expected to be made in July, however it is unlikely that many will leave before Day1.

### ***5.3 Meeting staff***

Gavin has recently met with staff from RTU, WELB and C2K with the Q and As from these sessions published on the ESAIT website. Sessions are planned in the coming months with CCMS, SELB and SEELB and the offer is there for all organisations to avail of the opportunity for ESAIT and DE to meet with staff and take questions.

### ***5.4 Vodcast***

Gavin has recorded his first vodcast with the help of NEELB TV and it is scheduled to go live on the ESAIT website on the morning of 26 June. The piece lasts 5 minutes and feedback would be welcomed.

#### **5.4 *New starts at ESAIT***

Robert listed those who had recently joined ESAIT and advised that their job titles and contact numbers are available on the ESAIT website.

#### **5.5 *Communications Survey Action Plan***

A set of recommendations arising from the survey were passed to the Transition Board for consideration with the full survey report published on the ESAIT website. Some organisations have already requested specific data on their organisations. Robert is happy to share such information in confidence for those organisations who wish to avail of it.

A high level action plan setting out a number of measures for DE and ESAIT arising from the communication survey has been circulated to the group and comments on the plan would be welcomed.

#### **5.7 *RPA News***

RPA News - Issue 3 has been circulated to the wider education sector and published on the DE and ESAIT websites. Joe advised that the aim is to publish Issue 4 early in the new school year and asked the group to forward what articles they think should be published in this issue to either Robert or himself.

Micheal O Duibh suggested an article on the role and responsibilities of sectoral support bodies post the establishment of ESA.

#### **5.8 *Location***

Robert advised that the Deloitte report on location was due at the end of the month and they are not only looking at where staff work, but also where they live. A location strategy will be forwarded to the Minister by end of summer with decisions due in the autumn.

Joe added that no decisions have been made on location but these decisions will be a political decision and come Day 1, the greater majority of staff will not be adversely affected.

Emma Hegarty enquired regarding staff from the CCMS and where they will be located on Day 1 and if professionals currently working in a specialised function could be moved to another function.

Robert replied that discussions are on-going with the Trustees who own CCMS buildings but as yet no decisions have been made. On staff moving Joe replied that these are decisions that would be made elsewhere but in the Civil Service it is common for staff to move functions to aid personal and corporate development and experience.

### **6. *Transition Communications Strategy***

Michael Henderson briefed the group on a draft Transition Communications Strategy for DE and ESAIT that he had drafted which would communicate with stakeholders on the changes in the education sector in the run up to the establishment of ESA and the three months thereafter.

Michael then outlined the recommendations contained in the strategy including the suggestion that each of the legacy organisations should develop, publish and communicate their own Transition Communication Plans to staff.

The draft strategy has still to go to Will Haire and Gavin Boyd for their approval, following that a more detailed action plan would follow.

Michael explained that the strategy was dynamic and would be reviewed on a monthly basis and that if any of the group had any comments on the strategy they should forward them to him by close of play on Friday 26 June.

## **7. AOB**

Joe advised the group that the Department would be facilitating a meeting in the Island Arts Centre, Lisburn, on Tuesday 30 June for those who have an interest in creating a sectoral support body for the controlled sector.

Joe stated that he would circulate to the group a copy of the covering letter issued to the relevant bodies and asked the group to inform those they think may be interested in the meeting.

A member of the group suggested that for future meetings of this type it may be worth writing directly to schools as not all schools are aligned to one sector and therefore may not be aware of such opportunities.

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

The group agreed to meet in CCMS Head Office, Holywood, at 10.00am on 19 August and SELB HQ, Armagh, for the meeting in September with a time and date to be confirmed.

## **9. Tour of NEELB TV**

Once the meeting had finished, members of the group were invited by Daryll Kenny to view the facilities and outside broadcasting vehicle of NEELB TV and receive a briefing from Ray Gilbert, NEELB, on the work they have undertaken and what they have planned for the future.

<b>Action Point</b>	<b>Assigned to</b>	<b>Due by</b>
5.7 Possible articles for inclusion in RPA News – Issue 4	Members of CCCG	
6. Comments on Transition Communications Strategy by cop 26 June	Members of CCCG	

7. Covering letter issued in relation to controlled sector body meeting	Joe Reynolds	
---	--------------	--