

INVEST NORTHERN IRELAND TOP MANAGEMENT TEAM MINUTES 2012

Wednesday 12th January 2012

Wednesday 1st February 2012

Wednesday 8th February 2012

Wednesday 21st February 2012

The Top Management Team was replaced by the Executive Leadership Team (ELT) in March 2012. ELT minutes can be found in Publications under 'E'.

INVEST NI TOP MANAGEMENT TEAM
MEETING MINUTES – WEDNESDAY 12th January 2012

Attendees: Alastair Hamilton, Tracy Meharg, Ian Murphy, Jeremy Fitch
Amanda Braden

Apologies: Mel Chittock

1. Board Workshop

The format and agenda for the Board workshop on 25th January were agreed.

2. Major Project Sign-On – CCMS Ref: 101141446

TMT considered this project which has a significant R&D element. TMT were content to offer approval to proceed however it was suggested that Invest NI should continue to strongly encourage the company to pursue potential collaboration opportunities with the universities.

Date of Next Meeting

Wednesday 1st February 2012, 9 am CEO's office

Cc Chairman
Damian McAuley
Alison Gowdy

**INVEST NI TOP MANAGEMENT TEAM
MEETING MINUTES – WEDNESDAY 1ST FEBRUARY 2012**

Attendees: Alastair Hamilton, Tracy Meharg, Mel Chittock, Ian Murphy, Jeremy Fitch
Amanda Braden

1. Minutes of Last Meeting and Outstanding Actions

The minutes of the meeting of 11th January 2012 were approved.

Staff Survey: It was agreed that a partial ‘mini’ survey focusing on key issues should take place in June with a full survey to be realigned for the end of the 2012/13 year.

Action: AB to prepare communication to staff.

PR to focus on key themes with appropriate actions and dates for their delivery.

Anne-Marie to consider monthly video updates for staff.

Intranet Redesign: A line has been incorporated in the Staff Handbook which informs all new staff that they will have their staff picture posted on Org Plus.

2. OPMR for QE 31 December 2011

Damian McAuley and Gerard McNally joined the meeting and provided an overview of performance to the end of quarter three. The key issue discussed was the slippage in performance of Jobs Fund against target for the year and it

was agreed that Donal should attend the next TMT to provide an update on WIP and any further action that can be taken.

3. Major Project Sign-On: CCMS Reference: 101145749

Helen Coyle joined the meeting to present an overview of a major project sign-on. TMT were content to provide approval to proceed on the basis that assistance per job should be negotiated in the range of £10,000 to £12,000.

4. Risk Management/Corporate Risk Register

Mel presented an overview of the new format for the Corporate Risk Register. MDs were asked to take away and review to ensure they were content with what is included and how each comment has been worded. MDs were asked to provide feedback directly to Mel by 7th February.

Date of Next Meeting

Thursday 8th February 2012, 9 am CEO's office.

Cc Chairman
Damian McAuley
Alison Gowdy

INVEST NI TOP MANAGEMENT TEAM
MEETING MINUTES – WEDNESDAY 8th FEBRUARY 2012

Attendees: Tracy Meharg, Mel Chittock, Ian Murphy, Jeremy Fitch

Apologies: Alastair Hamilton, Amanda Braden

1. Minutes of Last Meeting and Outstanding Actions

The minutes of the meeting of 1st February January 2012 were approved.

2. Invest NI Corporate Plan

Peter Harbinson joined the meeting with a revised draft of the Corporate Plan. TMT agreed that for consistency the Plan should reference investment and wages figures for the Jobs Fund. TMT were asked to provide any final additions or amendments to the text by close of play on 9th February.

3. Jobs Fund – Work in Progress

Donal Durkan joined the meeting and presented an assessment of current WIP for the Jobs Fund. The performance against target information to the end of Quarter 3 excluded a £350,000 Employer Subsidy project which DEL is involved in – this has now been incorporated in performance to end January 2012 meaning that outturn is now much closer to year end target.

4. Major Project Sign-On

Tiff Neely joined the meeting and presented an overview of a new major project sign-on. TMT were content to provide approval to proceed with no specific conditions attached at this stage.

5. Major Project Sign-On

Peter McArdle joined the meeting and presented a major project sign-on Ref: 101139702. TMT noted that the cost per job for the project was extremely high and would require Ministerial and DFP approval if it were to proceed at such a level. Peter explained that the company is currently weighing up its options with regard to potential relocation to another country – TMT acknowledged that this would be a very difficult project but felt that on balance it was appropriate to offer approval to proceed with negotiations at this stage.

6. Vision & Values – Staff Communication Plan

Anne-Marie Murphy joined the meeting and gave an overview of the communications strategy for embedding the Vision and Values across the organisation. TMT were content to give their approval to proceed with some minor adjustments to the visuals.

7. Oversight and Liaison Meeting Agenda

A number of additional items were suggested for inclusion in the agenda for the February O&L meeting.

8. Date of next meeting

21st February 2012, 9am CEO office

Cc Chairman
Damian McAuley
Alison Gowdy

INVEST NI TOP MANAGEMENT TEAM
MEETING MINUTES – WEDNESDAY 21st FEBRUARY 2012

Attendees: Tracy Meharg, Mel Chittock, Ian Murphy, Jeremy Fitch, Alastair Hamilton,
Amanda Braden

1. Minutes of Last Meeting and Outstanding Actions

The minutes of the meeting of 8th February 2012 were approved.

Final agenda items for the forthcoming Oversight and Liaison meeting were agreed.

A communication to all staff on the proposed interim staff survey has been drafted and will be issued to TMT separately for final approval.

2. Quarter 3 OPMR

Gerard McNally and Damian McAuley joined the meeting to present an update on performance to the end of quarter 3. TMT felt it would be helpful if we began to capture and report information on safeguarded jobs although with no associated target against it.

Action: GC to liaise with CIT to develop safeguarding measurement.

3. Major Project Sign-On: CCMMS Ref: 101147008

Maynard Mawhinney joined the meeting and presented a major project sign-on for case 101147008. TMT were content to provide approval to proceed.

Major Project Sign-On: Ref: 101139702

With regard to the Major Project Sign-On approved by TMT on 8 February (CCMS Ref: 101139702) , MM highlighted that the paper that was presented to TMT had indicated that the proposed rebasing was subject to prior approval commencing from 23 November 2011. This was noted by TMT with no objection

4. Intranet Redesign

Anne-Marie Murphy joined the meeting and presented a demonstration of the proposed new intranet layout. TMT felt that the revisions were very positive and gave approval to proceed with the relaunch.

5. Business Start Programme – Legal Action

Bill Scott and Nuala Watkins joined the meeting and updated TMT on the current position in respect of the ongoing legal proceedings. TMT were content with the paper presented and fully endorsed the various recommendations therein.

6. New Board Sub Committees

Damian McAuley presented an outline of the proposed structure of the new Board Sub Committees and TMT were content that terms of reference should now be worked up for each outlining role and purpose, administration, membership etc.

7. Date of next meeting

20th March 2012, 9 am CEO office