

MINUTES OF PROCEEDINGS OF A SPECIAL MEETING OF THE TRANSITIONAL BOARD HELD ON WEDNESDAY, 30 MARCH 2011 AT 4.00 PM IN THE BOARD ROOM

1. PRESENT Mr M P Campbell (Chairperson)

Mrs R Brownlee	Councillor J McCrum
Councillor J Cavanagh	Councillor S McRoberts
Councillor S Clarke	Professor P Murphy
Mr C Mackin	Mr W J Wilkinson
Mrs C M McCaul	

2. IN ATTENDANCE

Mr A P Murphy, Ms L Ayling, Mr G Butler, Mr J Curran, Mr P Keating and Mrs L McCall.

3. APOLOGIES

Apologies had been received from Councillor C Casey, Dr P Cunningham and Mr R McVeigh.

4. BUDGET 2011/12 : VOLUNTARY SEVERANCE

The Chairperson conveyed to Members the compliments that the Boards had received for bringing forward packages of redundancies within the Voluntary Severance Scheme in a very tight timeframe. It had been appreciated that the timeframe had proved challenging to Board Members. The Chairperson indicated that SELB's savings, relating to 40 staff, would amount to approximately £1.8m over a 12 month period. In the difficult financial climate ahead, he pointed out that these savings would assist the Board in setting its budget.

As agreed by the Board at a previous meeting, the Board would reconvene to receive information on the Business Cases. The Chairperson outlined the Voluntary Severance process to date:

- All 18 Business Cases relating to 46 members of staff were submitted to DE on 1 February 2011.
- On 24 February 2011, the Board issued pre-offer letters to the 46 members of staff who had expressed interest in Voluntary Severance and who had been included within Business Case proposals. This letter set out the parameters of DE's offer based on figures as at 31 March 2011.
- Following receipt of this letter, 4 members of staff withdrew from the process.
- On 24 February 2011, the Board also wrote to those members of staff who had expressed interest in Voluntary Severance but whose applications had not been approved and included in Business Case proposals.
- On 4 March 2011, DE approved 10 Business Cases, in the first tranche, which amounted to 31 posts. (This number included one post holder who had subsequently withdrawn their application.)
- Formal offer letters were issued to the 30 members of staff on 7 March 2011.

- A series of meetings were held with the Chairpersons and Vice-Chairpersons (or nominees) of SELB and WELB to further clarify Voluntary Severance proposals relating to collaborative working arrangements.
- On 21 March 2011, DE approved the Flexible Retirement Proposal in relation to the post of Inter-Board Services Manager. The approval allowed for a 40% reduction in the post.
- On 21 March 2011, DE approved 6 Business Cases, in the second tranche, amounting to 13 posts. (This number included 3 post holders who had subsequently withdrawn their applications).
- Formal offer letters were issued to the 10 members of staff on 24 March 2011; the deadline for indicating acceptance of the offer by return of post was 29 March 2011.
- On 22 March 2011, the Chairpersons and Chief Executives of SELB and WELB sought clarification from DE representatives on the proposal concerning the streamlined SMT structure. Clarification on this matter was received from Mr G Boyd in a letter dated 29 March 2011.

It was proposed by Mrs McCaul, seconded by Mr Wilkinson, and agreed that further discussion on Voluntary Severance should be held in committee.

(During the discussion in committee, Professor Murphy left the meeting at 4.30 pm and Mr Mackin left at 4.46 pm.)

It was proposed by Mr Wilkinson, seconded by Councillor Cavanagh, and agreed to resume the meeting.

While in committee the Board had been provided with information on:

- Those posts where formal offers had been made and accepted with respective dates of redundancy, those posts where post-holders had withdrawn from the Voluntary Severance process and those posts for which the Business Cases had not been approved;
- The letter dated 29 March 2011 regarding the proposal for a streamlined SMT structure; and
- The services that would work collaboratively across SELB / WELB.

It was noted that the Board had expressed concerns and would be seeking assurances on the appropriate governance and accountability arrangements that would be put in place to ensure efficient and effective business continuity.

The Chairperson reported that the Oversight Committee would continue to meet on a regular basis to oversee all collaborative working arrangements between SELB and WELB and to explore further opportunities for collaboration in the light of future funding for the Boards. He indicated that the membership of the Oversight Committee would be revisited in the coming months.

5. CHAIRPERSON'S BUSINESS

APPOINTMENT OF MEMBERS TO THE NORTHERN IRELAND LOCAL GOVERNMENT OFFICERS' SUPERANNUATION COMMITTEE (NILGOSC)

The Chairperson reported that a letter had been received from the Department of the Environment inviting the Board to submit the names of those who wished to be

considered for appointment to serve as members of NILGOSC. Copies of DoE's letter, setting out the role and objectives of the Committee and the competencies and experiences required by members, were made available. As the deadline for submission of nominees by the Board was 4 April 2011, it was agreed that anyone wishing to put forward their name should notify the officers by this date. Retrospective approval would be sought at the Board meeting on 13 April 2011.

The meeting ended at 5.10 pm.

CHAIRPERSON

* Paper circulated

CHIEF EXECUTIVE

** Paper tabled

DATE

31 March 2011 LMcC