

Northern Ireland Council for Curriculum, Examinations and Assessment

Minutes of the eighty-third meeting of Council held on Thursday 17 December 2009 at 12.15 pm.

Present : Mr D McKee (Chairman) Mr D Thompson
 Mr J Clarke Mrs H McClenaghan
 Ms M Watson Ms M Crilly
 Mr J Collins Ms P O'Farrell
 Mrs D Black

Mr N Anderson (Acting Chief Executive)
Mr M Fegan (Chief Finance Officer)

Miss N Kennedy (Manager, Council Secretariat)

Introduction

The Chairman thanked members for their attendance and advised that the purpose of the meeting was to finalise issues outstanding in relation to Council minutes and the proposal for the interim TMT Management Structure.

1 Apologies

Apologies were received from Mr M Bowen; Dr M Brown; Ms C McKinney; Mr N Downing and Mr J Wilkinson.

2 Chairman's Business

RPA Education Sector Voluntary Severance Phase 1 – Senior Management Level

The Chairman advised members that he had received a letter setting out the latest position on the process for those senior managers wishing to avail of voluntary severance and that officers would not be able to leave on the 31 December 2009. The new date is 31 March 2010. He asked the Acting Chief Executive to inform officers who had received offers from DE. The Acting Chief Executive confirmed that those affected had received individual letters seeking confirmation of interest. No further offers have been made.

RPA Chairs' Meeting : 9 December 2009

The Chairman informed members that he had attended a meeting of the RPA Chairs with the Minister and senior DE officials on 9 December. No firm decisions regarding the position of the CCEA Council had been confirmed, however it was possible that a smaller Council would remain.

Members confirmed that it would be preferable to finalise any outstanding business before the Council was stood down and wished to place on record their thanks to the Chairman and the Acting Chief Executive for all their efforts in trying to seek a resolution in respect of the Council's position beyond 31 December 2009.

The Acting Chief Executive advised that he had been asked to attend a meeting at DE at 3.30 pm on 17 December and agreed to pursue this issue at that time.

3 Minutes of the previous Council meeting held on 26 November 2009

The minutes of the previous meeting held on 26 November 2009 were proposed by Mr Jim Collins and seconded by Ms Michele Crilly as a true and accurate record. A copy was signed by the Chairman.

The Chairman asked that Mrs Dorothy Black be added to the list of attendees for the Business Committee meeting which took place on 27 November 2009.

4 Business Committee : 15 December 2009

Business Case & Proposals for an Interim TMT Management Structure

The minutes of the Business Committee held on 15 December 2009 were tabled for members' information.

The Chairman of the Committee advised that the main purpose of the meeting was to discuss the business case and preferred option for an Interim TMT Management Structure. He asked the Acting Chief Executive to present the proposal to Council.

The Acting Chief Executive tabled a one page summary of the proposal was tabled for members' consideration. He confirmed that he presented the business case and a range of options to the business committee. Following detailed discussion members had agreed Option 2 addressed all the risks outlined in the business case and that this should be recommended to Council.

Option 2

The three functional directors of Qualifications, Education Strategy and Corporate Services will be tasked with:

- Providing a visible leadership role for their directorates;
- Ensuring each directorate is optimally organised to deliver on its objectives;
- Addressing all areas of control risk;
- Leading strategic and operational planning for the directorate;
- Supporting the Acting Chief Executive in delivering corporate objectives.

The Acting Chief Executive advised that the Chief Finance Officer will be tasked with the above and will work across all areas of the business:

- Liaising with ESAIT;
- Ensuring that CCEA's fit within ESA will be seamless;
- Risk managing any transition of service from CCEA to ESA.

Members ratified Option 2 to go forward to DE for further consideration. The Acting Chief Executive confirmed that he would present this to DE at his meeting on 17 December 2009.

5 Remuneration Committee : 17 December 2009

The Chairman advised that a Remuneration Committee meeting had taken place on 17 December 2009 to agree the PRP for those officers on the 10% maximum PRP approved scheme. He confirmed that the Acting Chief Executive required a minute of this meeting indicating the committee's agreement that payments should be made.

The minutes of the meeting were ratified.

