

From: [Hill, Janice](#) on behalf of [McCormick, Andrew \(DETI\)](#)
To: [Stewart, Chris \(DETI\)](#); [Rooney, Eugene](#); [Cooper, Trevor](#); [Johnston, Wendy](#); [Kerr, Jackie](#); [Mills, John \(DETI\)](#); [Thompson, Mike](#); [Brush, Paul](#); [Hamilton, Maeve](#); [Murphy, Shane](#); [Fullerton, Karen](#); [Kerr, Sean](#); [Robson, Rod](#); [Forster, Keith](#)
Cc: [McIlwrath, Linda](#); [Johnston, Iris](#); [McCoy, Laura](#); [Bloomer, Adrienne](#); [Rooney, Therese](#); [Bolger, Sharon](#); [Harding, Leander](#); [Stevenson, Valerie \(DETI Private Office\)](#); [Colacio-McAlister, Esther](#); [McCormick, Marese](#)
Subject: SMT - Friday 13th November - Agenda & Papers
Date: 12 November 2015 15:33:28
Attachments: [SMT Meeting doc ALU Fri 13th November 2015.doc](#)
[Action Points SMT - 30 October 2015.docx](#)
[Comms Planner 16 November - 18 December Minister.xls](#)
[Snapshot 16 November - 22 November.docx](#)
[SMT - Agenda - 13 November 2015.DOCX](#)

All

Please see attached agenda and papers for tomorrow's SMT, taking place at 11.15 in Conference Rm A

Kind regards

Janice

Janice Hill

Permanent Secretary

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Please consider the environment - do you really need to print this e-mail?

DETI SENIOR MANAGEMENT TEAM MEETING**FRIDAY 13th NOVEMBER 2015 @ 11.15am – MINISTER'S ROOM, NETHERLEIGH****1. DETI WRITTEN ASSEMBLY QUESTIONS**

As at 11/11/15, 69 AQWs have been tabled for answer in November 2015, 64 Ordinary and 5 Priority.

As at 11/11/15, 37 AQWs have been tabled for answer in October 2015, 35 Ordinary and 2 Priority, none were answered on time.

2. DETI ORAL/TOPICAL QUESTIONS

The next DETI session is scheduled for Tuesday 1/12/15, 14.00 to 14.45. The list of Oral Questions will issue on Thursday 19/11/15.

3. DETI MATTERS TO BE BROUGHT TO THE EXECUTIVE

There will be no Executive meetings until further notice.

4. DETI PRIMARY LEGISLATION

Two DETI Bills are scheduled to complete in the current Assembly Mandate 2011/16:

Insolvency Bill - Further Consideration Stage completed on 6/10/15. Minister has agreed to schedule Final stage – awaiting suitable date.

Credit Unions & Co-operative and Community Benefit Societies Bill – Committee Stage due to complete by 1 December.

5. ETI COMMITTEE MEETING

The next ETI Committee is scheduled for Tuesday 17/11/15.

ETI Committee Queries (08/09/15 – 12/11/15 inclusive)

Latest performance (position @ 11/11/15) in replying to ETI Committee Queries in the period 08/09/15 to 04/11/15 inclusive is set out below:

<u>Total Number Received @ 04/11/15:</u>	21
Replies Issued @ 11/11/15:	13
(Reply Sent On Time:	7 (86%)
*(Reply Sent Late:	6 (14%)

*(Late From Officials:	4)
*(Late From Officials & Private Office:	2)
*(Late From Private Office:	0)
<u>Due for Answer:</u>	<u>6</u>

7. ASSEMBLY NEXT PLENARY SESSIONS

The next Assembly Plenary sessions are scheduled for:

Monday 16/11/15 and Tuesday 17/11/15.

Rod Robson
DETI Assembly Liaison Officer
11/11/15

SENIOR MANAGEMENT TEAM MEETING

FRIDAY 30th October 2015 @ 11.15

AttendeesAndrew McCormick (*Chair*) AMcC

Chris Stewart CS

Eugene Rooney ER

Trevor Cooper TC

Shane Murphy SM

Diarmuid McLean DMcL

Gail Kingsbury GK

John Mills JM

Wendy Johnston WJ

Keith Brown KB

Stephen Moore SM

Sean Kerr SK

Rod Robson (*minute taker*)**Action Points**

<i>Action</i>	<i>Lead</i>
Monitor Divisional hospitality spend carefully.	<i>All</i>
Topics advised for Issues meeting : NIRO RHI North South Interconnector HMS Caroline MAS (Money Advice Service) ITI and TIL 2016 Budgets Budget NI 2016/17	
Good practise for a note to be taken of Ministerial meetings where officials are in attendance. OFMdFM have produced a template for Private Office.	<i>Private Office</i>