

## **Summary Minutes of Sixth Meeting of the EPA – RPII Merger Working Group (MWG)**

**Location:** EPA Offices, Richview

**Date:** 24 June (2pm – 5.30pm)

### **In attendance:**

- Dr. Brian Cawley, IPA, Chair (BC)
- Ms. Laura Burke, Director General, EPA (LB)
- Dr. Ann McGarry, Chief Executive, RPII (AMG)
- Ms. Fiona Quinn, Principal Officer, DECLG (FQ)
- Mr. Terry Dunne, Principal Officer, DECLG (TD)
- Mr. Jim Hurley, EPA (JH) (via video conference)
- Ms. Majella Byrne, EPA (MB) (via video conference)
- Ms. Beatrix Aigner, DECLG (Secretariat)

### **1./2. Introduction and Feedback from Project Group**

JH gave an update to the MWG on the progress of the PG.

He expressed his thanks to all members of the PG for completing the consultation process in such a timely fashion.

On the Draft Action Plan he noted that it needed to be reviewed with regard to format, style, overlaps and possible duplications.

He then summed up the feedback received on the Finance, ICT, HR and Board/Governance papers and advised that the new paper on the Communications Strategy would be assessed by the PG after receiving feedback from the MWG and a revised paper would be prepared for the MWG's next meeting on 19 July.

The MWG and the Chair expressed their appreciation for all the work done by the PG and the subject specialists on this process so far.

### **3. Updates**

#### **i. Progress on name of merged entity**

TD advised the Group that the Minister has decided that the name of the merged organisation will be the Environmental Protection Agency, with a designated Office for Radiological Protection.

#### **ii. Update on draft legislative provisions**

TD informed the Group that the work on the drafting of the legislation was on target to get the heads of the Bill approved by Government before the summer recess, and the Bill will then be drafted by the Office of the Parliamentary Counsel.

### **4. Review of consultation process, and revision of papers**

#### **4.1 Finance**

#### **4.2 ICT**

#### **4.3 HR**

#### **4.4 Board/Governance**

The MWG reviewed the feedback received from the consultations that had taken place on the four papers. It was agreed that the consultation papers need not be amended but that the main papers on Finance, ICT, Governance and HR would be finalised by the DECLG MWG reps and the MWG Secretariat to appropriately reflect the discussion on the feedback.

The Chair emphasised that it was important for all those involved in the consultation process to be assured that their feedback had been considered and where deemed appropriate, the Action Plans had been modified.

#### **4.5 Communication Strategy**

The MWG agreed that the paper was well set out. While consultation will be required, because of the nature of the issues arising and the very tight timeframe, it need not take the same form as previous consultations but rather be limited to the communication teams in both organisations.

The MWG agreed to ask the PG to:

- Develop actions under each of the headings, and also on the wider corporate issues;
- For each heading, set out current and optimal positions (as in other papers) to make clear the need for the various proposed actions. It was agreed that the paper need not be too detailed.

#### **4.6 Draft Action Plan**

The draft Action Plan was discussed and actions were assigned to the PG in relation to structure and content. The narrative text in the Draft Action Plan will be amended by the DECLG MWG reps and the MWG Secretariat, for approval of the MWG by 5 July. The final draft of the Action Plan is due for consideration by the MWG by 12 July for members to provide comments by 16 July and to enable the MWG Secretariat to finalise the Action Plan for sign-off by the MWG on 19 July.

#### **Actions agreed for the PG**

- The final draft of the Action Plan should be submitted to the MWG by midday 12 July.  
Note: FQ to co-ordinate/redraft the narrative part of the text.
- Ask PG to critically interrogate the costs/savings information again. The Finance teams should identify, where possible, alternative options with reduced costs and also the risks associated with choosing these options. This particularly applies to the areas with higher costs attached to them, including a number in the ICT paper.
- While all of the actions may be desirable as part of the merger, PG should clearly identify the absolutely essential, merger-critical actions (Priority 1 actions). Also categorise actions as complex or simple to achieve.
- In the section on Risk, identify and describe risks in narrative terms (a full risk register is not required at this stage). Include an action that a full risk register will be produced for the merged organisation post July-2014.
- Prepare an overall Gantt Chart covering all of the actions, and then separate charts covering actions under each theme.
- Establish start dates for Priority 1 actions and for other actions where possible.
- Assign responsibility for actions e.g IT team, Finance team– but this version of the action plan will be for internal use, not for inclusion in the action plan.
- The Board/Governance Sub Group of the Project Group to consider how the Radiological Protection Advisory Committee should be established within the merged organisation.

#### **5. Implementation Phase**

The MWG discussed this item taking into account views submitted by RPII PG members. It was agreed that it would be useful for the MWG to stay in place to oversee the implementation. It was suggested that the PG would continue in the role of a Project Management Group (PMG), chaired by the overall Project Manager, and co-ordinating the different streams of implementation. This person would also be responsible for communications with the various different groups and stakeholders during the implementation phase. Implementation teams would then be assigned

work by the PMG, along the lines that had already been happening. These arrangements will be revisited and finalised once the Final Action Plan has been agreed.

#### **6. AOB**

No points were raised under AOB.

#### **7. Future meetings of the MWG and PG**

**PG:** Date for July meeting TBC

**MWG:** 19 July, 9.00am - 12.00, DECLG, Custom House