

File 1 OFM/DFM.

From: Tony McCusker

To: PS/Mr Murphy

Date: 29 March 1999

cc

PS/Secretary of State

PS/Mr Ingram

PS/Lord Dubs

PS/Mr McFall

PS/PUS

PS/Mr Semple

NI Perm Secs

Mr Jeffrey

Mr Watkins

Mr Stephens

Mr Kelly

Mr Bell

Mr Woods

Mr Ferguson

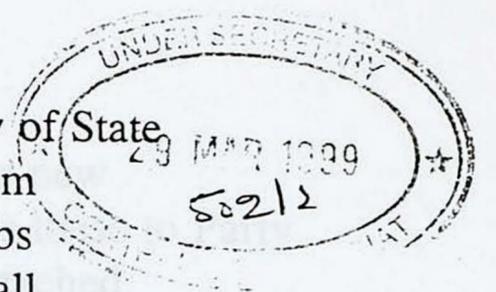
Mr Fergusson, RID

Mr Whysall

Mrs Flanagan

Mr Warner

IDPG Members



176/13

As 31/3.

~~Ms Smith~~

cc 5 Principals.

Dr Smyth

Mr Smyth

Mr Swamy

Mr Casanova 30/3

Mr Doherty

J 29/3

**FIRST DAY ARRANGEMENTS FOR NEW MINISTERS**

**Issue:** Practical arrangements following nomination of Ministers

**Timing:** Urgent

**Recommendation:** Details of the practical arrangements should be circulated to Party Leaders as soon as possible

1. Departments have now finalised plans for the reception and briefing of new Ministers and these are set out in the attached Annex. The practical implementation will to a large extent depend on whether there are prolonged shadow arrangements and on the specific requirements of individual Ministers.
2. It may be helpful to Party Leaders to have details of the proposed arrangements so that they can pass them to prospective Ministers. At this stage I suggest providing details to all Party Leaders.

To all Party Leaders

3. The Minister is invited to note the arrangements for new Ministers following nomination and to agree to pass these to Party Leaders. A short draft letter to Party Leaders is attached.

John Semple and I would be happy to discuss...

Ministers nominated to the proposed 10 new Departments. I thought

*Tony McCusker*

you would want to know the details and these are outlined in the

also covers the Permanent Secretary

**TONY McCUSKER**

Ext 28102/28103

arrangements, initial briefing and office accommodation arrangements.

All of this will be subject to the specific requirements of individual

Ministers and I and my Ministerial colleagues will be happy to provide

further advice to the new Ministerial team.

I should be happy to discuss any of these issues or if there are any

detailed points about Departmental arrangements, Tony McCusker on

528102 can co-ordinate responses.

Yours sincerely

PAUL MURPHY

To all Party Leaders

The following briefing packs will be available

Departments have now<sup>w</sup> drawn up reception and briefing arrangements for Ministers nominated to the proposed 10 new Departments. I thought you would want to know the details and these are outlined in the attached Annex which also covers the Permanent Secretary arrangements, initial staffing and office accommodation arrangements.

All of this will be subject to the specific requirements of individual Ministers and I and my Ministerial colleagues will be happy to provide further advice to the new Ministerial team.

I should be happy to discuss any of these issues or if there are any detailed points about Departmental arrangements, Tony McCusker on 528102 can co-ordinate responses.

Yours sincerely

PAUL MURPHY

## PREPARATIONS FOR THE ARRIVAL OF NEW MINISTERS

The following briefing packs will be available

Briefing pack on general and NI-wide issues covering

- Public Expenditure
- EU matters
- social and economic brief
- copies of Departments Order, Northern Ireland Act, Implementation Bodies Order, Good Friday Agreement, 4 Treaties with short covering note

Induction pack on post devolution aspects of Ministerial office, including

- papers on BIC, BIIGC, Civic Forum
- draft Code of Ethics
- Special Advisers
- the role of Accounting Officers, roles of DFP and NI Audit Office
- Press and Information Service
- note on First day Press arrangements
- note on draft concordats with Whitehall departments and Welsh and Scottish devolved administrations
- note on personal security arrangements

Factual information pack for each Department - to include

- Departmental structure
- details and contact numbers of all senior, Private Office and other relevant staff;
- accommodation details of headquarters and other departmental offices including, as appropriate, location maps, postal addresses, building opening times (ensuring flexibility at nights and weekends), location of cloakrooms (male and female), lifts, stairs, heating and ventilation;
- building security arrangements;
- evacuation arrangements;
- telephone, fax and e-mail numbers;
- arrangements for voice mail, mobile phones, pagers, etc
- car, travel and related security arrangements;
- catering arrangements (ensuring flexibility of availability, appropriate standard for Ministerial use);

- contact number for problem-solving, addressing special needs, changing furniture, etc
- First Day brief for each Department

• private direct line telephone, availability of mobile phone and pager
• personal computer, internet access and e-mail facility
• reference books, maps, etc
• satellite and video, including Sky TV
• Myerson's boxes
Initial Permanent Secretary/ Accounting Officer arrangements, as shown in Annex 2
Initial Deputy Secretary arrangements as in Annex 3
Private Office staff in place including dedicated typing resource
Private Secretary arrangements as in Annex 4
Governmental Information Officer arrangements as in Annex 5
Arrangements for provision of fax, on-line facility and ISDN link in Minister's home, if required
Arrangements for use of official cars
Event press release re appointment of new Minister
Event programme of initial meetings and visits in the Department, Agencies, and with related organisations and individuals

The following arrangements are being put in place by Departments

Ministerial offices, located as in Annex 1, to include:

- provision of initial stationery together with arrangements/options to consider and meet Minister's preferences for stationery, livery, logo, etc
- private direct line telephone, availability of mobile phone and pager
- personal computer, internet access and e-mail facility
- hospitality cabinet
- reference books, maps, etc
- television and video, including Sky TV
- Ministerial boxes

Initial Permanent Secretary/ Accounting Officer arrangements, as shown in Annex 2

Initial Deputy Secretary arrangements as in Annex 3

Private Office staff in place including dedicated typing resource - Private Secretary arrangements as in Annex 4

Departmental Information Officer arrangements as in Annex 5

Arrangements for provision of fax, on-line facility and ISDN link in Minister's home, if required

Arrangements for use of official cars

Draft press release re appointment of new Minister

Draft programme of initial meetings and visits in the Department, Agencies, and with related organisations and individuals

**The following arrangements are being made for the period immediately after the appointment of Ministers**

Rooms available in Parliament Buildings - one for each Minister
Ministerial cars available at Parliament Buildings
Permanent Secretary of each Department (or other senior official for the 4 new Departments), official with lead responsibility for arrangements for setting up the Department and Private Secretary to be in attendance in Parliament Buildings to present briefing packs
Press Officer for each Department to be in attendance with draft press release for approval by Minister
Ministers to be taken to their Departments as soon as possible after appointment

If there is to be no Shadow period:

Meeting with senior management group in department either that day or next, in accordance with Minister's wishes, for briefing on immediate issues, decisions required, impending legislation, etc
Discussion with Minister on appointment of Special Adviser
Possible meeting with former NIO Minister

If there is to be a Shadow period:

Meeting(s) with NIO Minister(s) with current responsibility for the Department's functions
Meeting with senior management group in department either that day or next, in accordance with Minister's wishes, for briefing on immediate issues, etc

## Annex 1 Ministerial Offices

Department	Office
Agriculture and Rural Development	Dundonald House
Environment	Clarence Court
Regional Development	Clarence Court
Social Development	Churchill House
Education	Rathgael House
Higher and Further Education, Training and Employment	Adelaide House
Enterprise, Trade and Investment	Netherleigh House
Culture, Arts and Leisure	Rathgael House - interim headquarters
Health, Social Services and Public Safety	Block C Castle Buildings
Finance and Personnel	Rathgael House

Health, Social Services and Public Safety

City Centre

01224 22020

Finance and Personnel

140 Canal

01224 22020

International 01224

\* until appointment of new Permanent Secretary at 1st April

## Annex 2

### Initial Permanent Secretaries/Accounting Officers

Department	Permanent Secretary/Accounting Officer
Office of the First and Deputy First Minister	John Semple 01232 528146
Agriculture and Rural Development	Peter Small 01232 524613
Environment	Ronnie Spence* 01232 541175
Regional Development	Ronnie Spence 01232 541175
Social Development	Clive Gowdy* 01232 520559
Education	Nigel Hamilton 01247 279309 Internal ext 59309
Higher and Further Education, Training and Employment	Gerry Loughran* 01232 529451
Enterprise, Trade and Investment	Gerry Loughran 01232 529451
Culture, Arts and Leisure	Nigel Hamilton* 01247 279309 Internal ext 59309
Health, Social Services and Public Safety	Clive Gowdy 01232 520559
Finance and Personnel	Pat Carvill 01247 858251 Internal ext. 68251

\* until appointment of new Permanent Secretary at end April

## Annex 3

### Initial Deputy Secretaries

Department	Deputy Secretary
Office of the First and Deputy First Minister	David Ferguson Tony McCusker
Agriculture and Rural Development	Danny McNeill Pat Toal
Environment	Felix Dillon* Dick Mackenzie
Regional Development	Stephen Quinn
Social Development	Jeremy Harbison Cliff Radcliffe
Education	Stephen Peover
Higher and Further Education, Training and Employment	Ian Walters
Enterprise, Trade and Investment	David Gibson Perry McDonnell*
Culture, Arts and Leisure	Peter Holmes*
Health, Social Services and Public Safety	Don Hill Paul Simpson
Finance and Personnel	John Hunter Andrew McCormick

\* Perry McDonnell will assist in DFHETE with personnel and finance functions  
Felix Dillon will assist with certain functions in DRD and DFP  
Peter Holmes may also assist in DFHETE

## Annex 4

### Ministers' Private Secretaries

Department	Private Secretary to the Minister
Agriculture and Rural Development	Keith Morrison 01232 525180
Environment	David Steele 01232 541166
Regional Development	Sheila McClelland 01232 541182
Social Development	[Interim] Mark O'Donnell 01232 520643
Education	Jacqui Loughrey 01247 279309 Internal ext 59309
Higher and Further Education, Training and Employment	To be advised 30 March
Enterprise, Trade and Investment	[Interim] Brian Patterson 01232 529208
Culture, Arts and Leisure	[Acting] Arlene McCreight 01247 279303 Internal ext 59303
Health, Social Services and Public Safety	Craig Allen 01232 520642
Finance and Personnel	Alison Ross 01247 858170 Internal ext 68170

## Annex 5

### DEPARTMENTAL INFORMATION OFFICERS

<b>Department</b>	<b>Principal Information Officer (designate) Telephone numbers to be advised</b>	
Office of the First Minister and the Deputy First Minister	<b>Don McAleer</b> <b>21404</b>	<b>Colin Ross</b> <b>21375</b>
Agriculture and Rural Development	<b>Gwyn Treharne</b>	<b>24619</b>
Environment	<b>Brian Parker</b>	<b>40008</b>
Regional Development	<b>Dennis Godfrey</b>	<b>28220</b>
Social Development	<b>Philip Maguire</b>	<b>21840</b>
Education	<b>Jill Garrett</b>	<b>20568</b>
Higher and Further Education, Training and Employment	<b>Simon Burrowes</b>	<b>29305</b>
Enterprise, Trade and Investment	<b>Jill Heron</b>	<b>29201</b>
Culture, Arts and Leisure	<b>Brian Kirk</b>	<b>59356</b>
Health, Social Services and Public Safety	<b>Jim Hamilton</b>	<b>20636</b>
Finance and Personnel	<b>Bob Burnett</b>	<b>28216</b>