



BOARD MEETING 5 February 2013

PRESENT:

Commissioner Kathryn Stone (Chair - **KS**)

Richard Buchanan (**RB**)

Non Executive Director

Adrian McNamee (**AMN**)

Head of Policy, Development and Research

Arlene McCreight (**AMC**)

Head of HR & Corporate Services

Laura Kennedy (**LK**) - notes

1. Apologies

1.1. There were no apologies

2. Declaration of Interests

2.1. Mr Buchanan and Commissioner Stone confirmed they had no conflicting interests including any related party transactions with any supplier of the Commission as listed.

3. Minutes of Board Meeting – 8 January 2013

3.1. Minutes of Board Meeting on 8 January 2013 were agreed.

4. Matter Arising

4.1. 4.1 Work Programme – The Department had agreed at the Accountability meeting on 29 January 2012 that the Communications Strategy for 12/13 should be withdrawn. The Commission was seeking clarification on the status of a Communications Expert as 'other professional services' as opposed to 'consultancy' and would proceed with a new Communications Strategy for 13/14 upon receipt of clarification

ACTION: SMT

4.2. 6.4 Policy, Development & Research – **AMN** advised that new indicators had been included in the 2013/14 Work Programme but remained unchanged in the 2012/13 Work Programme.

4.3. 6.6 Policy, Development & Research – CVs had been requested as agreed.

4.4. 9 Internal Audit – The Commission was awaiting information from the Department in order to provide an update.

5. Budget

5.1. It was noted that easements in year totalled $\frac{1}{4}$ of the Commissions original budget.

6. Accounting Officer's Report

6.1. **KS** presented the Accounting Officer's Report.

7. Corporate Plan 2013 – 2016

7.1. **RB** expressed concern that he had not received the draft Corporate Plan 2013 - 2016 for comment before it was submitted to the Department. His concern was noted and **KS** agreed it would have been pertinent for him to have received the document prior to submission to the Department.

7.2. **RB** provided comments on the presentation of the Corporate Plan 2013 - 2016, and suggested information be provided as to how the key strategic objectives meet the Commission's statutory responsibilities. It was agreed his recommendations would be incorporated into the draft Corporate Plan 2013 – 2016.

ACTION: AMN

8. Risk Strategy & Risk Register

8.1. **AMC** advised the Head of Internal Audit was providing comment on the draft Risk Register to ensure it met the requirements of the Board, ARC and NIAO.

8.2. It was agreed that the revised Risk Register would be circulated to ARC members once it had been finalised

8.3. **RB** asked for confirmation of the status of the Risk Strategy.

ACTION: AMC

9. 2012/13 Work Programme

9.1. The 2012/13 Work Programme was noted.

10. 2013/14 Work Programme

10.1. The submission of the draft 2013/14 Work Programme to the Department was noted.

11. Policy, Development and Research

11.1. **AMN** provided a report outlining the progress and amendment of targets set within the Work Programme for the Policy, Development and Research Team for the 2012/13 year.

11.2. The Forum Budget was noted.

12. HR/Corporate Governance/Administration Board Update

12.1. **AMC** provided a report giving updates from HR, Corporate Governance and Administration.

13. Staffing/Resources

13.1. There were no updates regarding staffing and resources.

14.Internal Audit

14.1. There were no updates from Internal Audit.

15.Update on Recommendations from Internal Audit & NIAO

15.1. All recommendations and updates were noted and would continue to be monitored

16.Audit & Risk Committee (ARC) – recruitment

16.1. The Commissioner will be considering the term of office of the ARC and will report back.

ACTION: KS

17.AOB

17.1. The date of the next ARC meeting would be 10 April 2013.

17.2. Date of next meeting – Tuesday 5 March at 10.30am

NAME: **KATHRYN STONE**

SIGNED:

A handwritten signature in black ink, appearing to read 'Kathryn Stone', written over a light blue horizontal line.

DATE: 12 March 2013