



BOARD MEETING 7 December 2012

PRESENT:

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

Richard Buchanan (**RB**)

Non Executive Director

Arlene McCreight (**AMC**)

Head of Corporate Services

Adrian McNamee (**AMN**)

Head of Policy, Development and Research

Neil Foster (**NF**) - notes

1. Apologies

1.1. None

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 – 6 November 2012

3.1. Minutes of Board Meeting on 6 November 2012 were agreed.

4. Matters Arising

4.1. It was noted that PriceWaterhouseCooper (PWC) had not yet responded to correspondence from Anne Dorbie regarding the preparation of the Annual Report and Accounts 2011-12 and that an invoice from them had not yet been received.

4.2. **AMC** to send a letter to PWC requesting an urgent meeting regarding the Annual Report and Accounts 2011-12

ACTION: AMC

5. Budget

5.1. **RB** requested amendments to the headings used in the Budget Summary and Forum Budget Summary.

ACTION: AMC

5.2. It was noted, and concern was expressed, that no formal response has been received from the Department in relation to the Commission's budget and any proposed easements. **KS** to write to Noel Lavery requesting formal confirmation of easements and the Commission's current budget.

ACTION: KS

6. Risk Strategy and Corporate Risk Register

6.1. RB requested a copy of the 'paper trail' between the Commission and the Department in relation to the Commission's Communication Strategy.

ACTION: AMC

7. Work Programme 2012/13

7.1. It was noted the Work Programme was currently under review and would be submitted to the Department upon completion.

8. Corporate Plan 2013-16

8.1. It was noted that a revised Corporate Plan was under review by Commissioner and staff.

9. Secretary's Report

9.1. **Proposed Easements - KS** expressed confidence that sufficient financial resources allocated to the reviewed Work Programme would be spent in year, and that key targets would be achieved. **KS** expressed concern, however, that although she had taken up post in September 2012, she would be held accountable for any money eased during the financial year including between April and September 2012. **RB** noted the risk that criticism could be directed towards the Commission.

9.2. **Media Phone** – It was agreed that one person would be solely responsible for managing the media enquiries and holding the out-of -hours media phone.

ACTION: AMC

9.3. **Accommodation** – It was noted that the Commission had received approval by the Department to extend the lease on Windsor House until the end of February 2013. **AMC** provided a brief update on the options being for the Commission's future accommodation.

10. Policy, Development and Research

10.1. **AMN** provided an update 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. Forum Budget

11.1. **AMN** advised that a review of the budget had been undertaken and amendments to the Forum Business Case were under consideration.

12. HR/Corporate Governance/Administration Board Update

12.1. **AMC** presented an outline of the work undertaken by the Corporate Services Team.

13.Staffing/Resources

13.1. **Recruitment - AMC** provided an update on the development of the Commission's recruitment strategy and advised that the Head of HR and Corporate Services role would also be included in the Recruitment Business Case. The Recruitment Business Case had been sent to the Dept for their consideration and it was hoped that a number of posts will be advertised before Christmas.

14.Internal Audit

14.1. There were no updates

15.Update on Recommendations from Internal Audit & NIAO

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

16.AOB

16.1. There was no AOB.

16.2. Date of next meeting – Tuesday 8 January 2013 @ 10.30am

NAME: **KATHRYN STONE**

SIGNED:

A handwritten signature in black ink, appearing to read 'Kathryn Stone', written in a cursive style.

DATE: 8 January 2013