



BOARD MEETING 8 January 2013

PRESENT:

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

Richard Buchanan (**RB**)

Non Executive Director

Adrian McNamee (**AMN**)

Head of Policy, Development and Research

Laura Kennedy (**LK**) - notes

Apologies

Apologies were noted from Arlene McCreight

1. Declaration of Interests

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

2. Minutes of Board Meeting – 7 December 2012

- 2.1. Minutes of Board Meeting on 7 December 2012 were agreed.

3. Budget

- 3.1. Correspondence with the Department regarding clarification of the budget was noted.

4. Work Programme 2012/13

- 4.1. **RB** noted that detail included in the Commission's Communications Strategy was not reflected in the Work Programme and recommended that the key actions and resource implications be included once the strategy receives approval.

ACTION: SMT

5. Accounting Officer's Report

- 5.1. **KS** presented the Accounting Officer's Report and drew attention to the Internal Audit Report on Governance Structures within the Commission. It was agreed that a meeting with the NED and the Commissioner and the Head of Internal Audit to discuss the report would be arranged.

ACTION: LK

6. Policy, Development and Research

- 6.1. **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.
- 6.2. It was agreed that a Commission representative would not join the Monitoring and Evaluation Working Group of the Victims and Survivors Service (VSS) in order to remain unbiased and ensure its independence.
- 6.3. **KS** noted the importance of a Memorandum of Understanding to highlight the separation and difference between the Commission and the VSS.
- 6.4. **RB** advised the Commission revise the Performance Indicators at 4.3. Maze Long Kesh Development.

ACTION: AMN

- 6.5. **AMN** noted that 4.4. Pension Rights for the Seriously Injured currently had Amber RAG status but advised he was confident the deadline of March 2013 of providing an options paper would be met.
- 6.6. It was agreed the Commission would consider engaging a temporary Policy Officer.

ACTION: AMN & LK

7. Forum Budget

- 7.1. The Forum Budget was noted.

8. HR/Corporate Governance/Administration Board Update

- 8.1. The report was noted.
- 8.2. **RB** requested information as soon as possible regarding the recruitment competition and interview dates for the role of Secretary to the Commission.
- 8.3. It was also noted that a former Commissioner was pursuing redundancy payment from the Commission through Industrial Tribunal and that the Department was liaising with the Head of HR and Corporate Services on the matter.

9. Internal Audit

- 9.1. The memo from HIA (2012-07 Financial Transaction Analysis) was noted. The delegated limits for expenditure included in the memo were queried, with further information requested on how they were set.

ACTION: LK

10. Update on Recommendations from Internal Audit & NIAO

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

11. AOB

- 11.1. The date of the next ARC meeting was 16 January 2013. It was noted that papers would be issued later than usual due to leave, sickness absence and staff shortages. An email would be issued to ARC members.

ACTION: LK

- 11.2. Date of next meeting – Tuesday 4 February at 10.30am

NAME: **KATHRYN STONE**

SIGNED:

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

DATE: 5 February 2013