



## **BOARD MEETING 5 March 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 – 5 February 2013**

3.1. Minutes of Board Meeting on 5 February 2013 were agreed.

### **4. Matters Arising**

4.1. 4.1 Matters Arising – Communications Strategy. It was advised the Department had confirmed the engagement of a Communications Expert as 'other professional services'.

4.2. 4.2. AMC provided an update on proceedings regarding the Industrial Tribunal.

4.3. **RB** highlighted a potential risk to the organisation in terms of the potential of adverse publicity regarding the significant easements in year.

4.4. **RB** requested an update regarding the Board's previous query on the delegated limits for expenditure outlined in the Commission's Financial Procedures.

**ACTION: AMC**

### **5. Accounting Officer's Report**

5.1. **KS** presented the Accounting Officer's Report and advised the Commission was mindful of an appropriate budget for undertaking work in 2013/14.

5.2. **KS** advised that further review was to be undertaken on the Draft Internal Audit Report regarding Governance Structures.

5.3. It was noted that discussion with the Department regarding the Draft 2013/14 Work Programme had taken place.

## **6. Budget**

6.1. The Budget and anticipated end of year variance was noted.

## **7. Risk Register**

7.1. The revised Risk Register was noted and it was agreed it should be circulated to Audit and Risk Committee members.

## **8. 2013 – 2016 Corporate Plan**

8.1. The Corporate Plan was noted including the requested amendments. It was advised the Commission was now awaiting feedback from the Department.

## **9. 2012/13 Work Programme**

9.1. The 2012/13 Work Programme was noted.

## **10. 2013/14 Work Programme**

10.1. The Draft 2013/14 Work Programme was noted. It was advised that the Department were content with the Work Programme as drafted in principle and, on that basis, the Commission would be going out to consultation on the 2013-2016 Corporate Plan and 2013/14 Work Programme.

## **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 challenges to deliver all outstanding targets by the end of the year were noted.

11.3. The Forum Budget was noted and **AMN** advised there was the potential for work to be undertaken which could mean the Forum would require an extension to its budget. It was noted that the appropriate approvals should be sought and gained before further spend takes place.

## **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.Publication Scheme and Disability Action Plan (and appendices)**

- 16.1. The Board agreed the Publication Scheme for adoption.
- 16.2. The Board agreed the Disability Action Plan and appendices for adoption.
- 16.3. It was agreed that provision should be made to provide documents in an alternative format within the advised timeframe.

**ACTION: AMC**

## **17.AOB**

- 17.1. **KS** gave thanks to **RB** for this service to the Board as a NED and noted his considerable contribution in her time as Commissioner.

NAME: **KATHRYN STONE**

SIGNED:

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

DATE: 9 April 2013