



BOARD MEETING 9 October 2012

PRESENT:

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

Richard Buchanan (**RB**)

Non Executive Director

Anne Dorbie (**AD**)

Secretary to the Commission

Arlene McCreight (**AMC**)

Head of Corporate Services

Adrian McNamee (**AMN**)

Head of Policy, Development and Research

Laura Kennedy (**LK**) - notes

1. Apologies

1.1. None

2. Declaration of Interests

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

3. Minutes of Interim Board Meeting – 4 September 2012

3.1. It was agreed that for the purpose of this meeting Agendas from both the Finance & HR Meeting and the Interim Board meeting should be integrated.

3.2. Minutes of Finance & HR and Board Meetings of 7 August 2012 were agreed.

4. Matters Arising

4.1. There were no matters arising

5. Corporate Risk Register

5.1. It was agreed that discussion regarding the Corporate Risk Register, which required substantial revision, would be postponed until the next meeting.

5.2. **AMC** to forward Risk Strategy to **KS** and include on agenda for next meeting

ACTION: AMC & LK

6. Work Programme 2012/13

6.1. It was agreed that as the Work Programme was still under review, discussion regarding it would be postponed until the next meeting.

7. Corporate Plan 2013-16

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

8. Secretary's Report

- 8.1. **Appointment of Commissioner** - Kathryn Stone was appointed Commissioner on 24 September 2012.
- 8.2. **Finance Update** - There are no issues to report. An easement of £179,000 has been offered for the October Monitoring Round.
- 8.3. **Direct Award Contract (DAC)** - A PR consultant was appointed to manage the media interest around the Commissioner's appointment.
- 8.4. **Annual Report & Accounts / NIAO** - Following advice from the ARC on 3 October 2012 PWC are currently making adjustments to the Commissions Accounts. Subject to amendments being made, the ARC approved the Annual Report and Accounts and approved the NIAO Report to those Charged with Governance (RttCwG), subject to the agreed amendment to Risk 2. Brendan McAllister would sign the Chairs Foreword, whilst **AD** will sign the rest of the Annual Report & Accounts 2011-12. It was noted that there would be a £3,000 increase in the fee from NIAO due to issues with the preparation of the accounts by PWC. **AD** would be undertaking discussions with PWC on the matter. It was noted that the Commission will be undergoing a tender process for an accountant for the preparation of the 2012-13 accounts. The Priority 1 issues arising from the RttCwG were noted.
- 8.5. **Internal Audit** - The Commission has received a substantial rating from HIA after an internal audit of the Commissions Purchasing and Procurement procedures. As the NIAO RttCwG indicated issues arising from audit with regards to purchasing and procurement the Head of Internal Audit had been asked to provide evidence and assurance at the next ARC meeting.
- 8.6. **Work Programme** - The Work Programme has been reviewed and amended following discussion with the new Commissioner. A revised draft has been forwarded to the Department for consideration.
- 8.7. **Forum** - The working arrangements for the Forum have been examined and reviewed. The Commissioner is due to meet with the Forum on 18 October 2012 to discuss changes to the Forum's working arrangements. The Forum will continue to fulfil its aims of being a place for consultation and discussion and to provide advice to the Commission.
- 8.8. **Audit & Risk Committee** - The ARC meeting took place on 3 October. The agenda included the Draft Annual Report and Accounts. The Committee approved the Annual Report & Accounts 2011-12 and the NIAO Report to those Charged with Governance, subject to amendments. It had been requested by ARC members and the Department that a reference to the KPMG Report on the Review of the Commission in the Annual Report and Accounts, and reference in the Letter of Representation which accompanies it, be removed.
- 8.9. **Accommodation** - As the lease for Windsor House expires at the end of November 2012, a Business Case for new accommodation has been forwarded to the Department for approval. Queries from the Department are being addressed by Corporate Services.
- 8.10. **Conference to launch CNA in November 2012** – Due to a shortage of staff and resources the Commission would not be proceeding with the launch.

9. Policy, Development and Research

- 9.1. **AMN** provided an update outlining the progress towards targets set within the work programme for the Policy, Development and Research Team for the 2012/13 year.
- 9.2. It was noted that the CNA had been with the Department from February 2012 and there had been no response to date.

10. HR/Corporate Governance/Administration Board Update

- 10.1. **AMC** presented an outline of the work undertaken by the Corporate Services Team.
- 10.2. There was a reminder to forward details of any gifts and hospitality offered or received by the end of the first week of each month and that Travel and Subsistence claims should be submitted on a monthly basis.

11. Internal Audit

- 11.1. The substantial rating received after an internal audit of the Commissions Purchasing and Procurement procedures was noted and commended.

12. AOB

- 12.1. **AD** advised the Commission had written to the Department requesting an extension of Richard Buchanan's role as Non-executive Director until the end of the financial year and was awaiting response.
- 12.2. **RB** confirmed he was available for the December meeting on Tuesday 11 December, although it was noted that **AD** will be on leave.
- 12.3. The date of the next meeting will be Tuesday 6 November 2012 at 10.30am.

NAME: **KATHRYN STONE**

SIGNED:



DATE: 6 November 2012