



## **BOARD MEETING 9 April 2013**

### **PRESENT:**

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

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. All attendees 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 March 2013**

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

### **4. Matters Arising**

4.1. There were no matters arising

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

5.1. **KS** presented the Accounting Officer's Report and advised the Commission's total expenditure to end of March 2013 was £817,991.

5.2. It was advised that there were outstanding payments to be made resulting in an anticipated variance of £35,000 or 3.8%.

5.3. **KS** advised consideration was being given to including a procedure for the reporting of arrests, charges, convictions or civil proceedings in the Forum Manual.

5.4. The next ARC meeting would take place on 10 April 2013.

### **6. Budget**

6.1. The 2012/13 Budget and anticipated end of year variance was noted.

6.2. The 2013/14 Budget was reviewed and proposed new budget reports for the Board were agreed.

- 6.3. The Board noted the potential risks of undertaking research projects which span 2 years. It was noted that the Project Plans and Business Cases for the relevant projects would include timelines and targets and risks associated with not meeting them. Departmental approval would be sought where required.

## **7. Risk Register**

- 7.1. The Risk Register was noted.
- 7.2. It was agreed that any matters which posed a risk to the reputation of the Commission should be included in the Risk Register.

**ACTION: LK**

## **8. 2013 – 2016 Corporate Plan**

- 8.1. The 2011 – 2014 Corporate Plan was sent to Ministers with the revised 2012/13 Work Programme.
- 8.2. The 2013 – 2016 Corporate Plan was out to consultation and was due to complete on 17 May 2013.

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

- 9.1. The 2012/13 Work Programme was submitted to the Department on 17 December 2012 and was approved on 14 March 2013.
- 9.2. The outstanding targets were noted.

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

- 10.1. The 2013/14 Work Programme was out to consultation and was due to complete on 17 May 2013. Further amendment was required to the 2013/14 Work Programme and a planning afternoon is to be arranged as soon as possible.

**ACTION: LK**

## **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 targets still to be achieved or unable to be completed were noted.
- 11.3. It was noted that the First Minister and deputy First Minister were to attend the Forum meeting in June 2013.

## **12. HR/Corporate Governance/Administration Board Update**

- 12.1. **AMC** provided a report giving updates from HR, Corporate Governance and Administration.
- 12.2. Interviews for the Policy Officer and Personal Secretary took place in the week beginning 25 March 2013. A suitable candidate had been identified for the Personal Secretary role and an offer of employment to them had been made. A rescheduled interview for the Policy Officer role was due to take place on 12 April 2013.
- 12.3. Interviews for the Secretary to the Commission would take place on 10 & 12 April 2013.
- 12.4. **AMC** advised that consideration was being given to another stage to include an assessment for the Administrative Officer role. She expressed concern that a disproportionate amount of money would be spent on the external recruitment of a member

of staff and that SMT should give further consideration to this. The resources in terms of staff and time being used to research an appropriate assessment centre were noted.

- 12.5. **KS** requested consideration be given to an apprenticeship within the Commission and a paper outlining options be provided at SMT meeting.

**ACTION: LK**

- 12.6. It was agreed a temporary Research Officer would be engaged to undertake specific work whilst recruitment of a Policy Officer was completed.

**ACTION: AMN & LK**

- 12.7. The Commission was granted approval by the Department to renew the Windsor House lease for the period December 2012 to May 2013 based on the rental cost of £35,000 per annum.
- 12.8. The Business Case regarding accommodation was re-submitted to the Department on 14 February 2013 with Headline Buildings as the preferred option
- 12.9. Queries regarding the Business Case were received on 21 March 2013. These queries were responded to with an amended Business Case on 28 March 2013.
- 12.10. The Commission was still working towards a move to complete by end of May 2013.
- 12.11. **AMC** advised the Corporate Services Team would be moving forward with preparations for the accommodation move in line with the timetable of moving by 31 May 2013.

### **13.Staffing/Resources**

- 13.1. There were no updates regarding staffing and resources.

### **14.Internal Audit**

- 14.1. The final reports on Programme/Project Management, which received a satisfactory rating, and the Governance Structure for the Commission which provided options available and a recommended Commission Governance structure, were noted.
- 14.2. An Internal Audit of Business Continuity was undertaken in March 2013 and an audit of Information Security had been scheduled for April 2013.

### **15.Update on Recommendations from Internal Audit & NIAO**

- 15.1. All recommendations and updates were noted and would continue to be monitored
- 15.2. The paper would be updated to reflect the recent Internal Audit recommendations

**ACTION: LK**

### **16.Policy regarding emblems**

- 16.1. **KS** advised of correspondence from Mike Nesbitt MLA requesting a review of the Commission's current custom and practice regarding symbols and emblems (The Commission is neutral to symbols and emblems of any kind).
- 16.2. It was agreed a review of the protocol would be undertaken informed by considerations of the Board, the ARC, the Forum and guidance from the NICS, ECNI and the Assembly.

**ACTION: SMT**

### **17.Corporate Planning and Work Programme Planning Policies**

- 17.1. The Corporate Planning and Work Programme Planning policies were agreed for adoption.
- 17.2. The timetable for work to be undertaken was noted.

## 18.AOB

18.1. There was no AOB

18.2. Date of next meeting is Tuesday 7 May 2013

NAME: **KATHRYN STONE**

SIGNED: 

DATE: 7 May 2013