



BOARD MEETING 09 December 2013

PRESENT:

Kathryn Stone (Chair - **KS**)
John Beggs (**JB**)
Adrian McNamee (**AMN**)
Arlene McCreight (**AMC**)
Sarah Beare (**SB**) - minutes

Commissioner
Secretary to the Commission
Head of Policy and Research
Head of Corporate Services and HR

1. Apologies

1.1. There were no apologies.

2. Declaration of Interests

2.1. All attendees confirmed they had no conflict of interests in relation to creditors listed.

3. Minutes of Meeting on 12 November 2013

3.1. Minutes of Board Meeting on 12 November 2013 were confirmed as an accurate record and agreed.

4. Matters Arising

Review of the Commission

4.1. 4.1. It was noted that the Commission would respond in January 2014.

ACTION: AMC & JB

DWP Conference

4.2. 4.4. It was noted that the DWP Conference Business Case and draft programme would be tabled at the next SMT meeting on 16 December 2013.

Specialist Equality Advice – Equal Opportunities Policy and Screening Template

4.3. 6.3. It was noted that the policy would apply to the Commission's Audit and Risk Committee therefore this would be discussed at the next Audit and Risk Committee meeting in January 2014.

ACTION: JB

Victims and Survivors Service Programme Plan

4.4. 8.1. It was agreed that a copy of the letter received from Ministers on 19 November 2013 and the Terms of Reference for the Independent Assessment of the VSS would be sent to the Chair of the Audit and Risk Committee.

ACTION: JB

Christmas Coffee Morning

4.5. 8.4. It was confirmed that it would not be possible to use the venue for the Forum meeting on 19 December 2013 for the Christmas coffee morning.

5. Accounting Officer Update Budget

- 5.1. The Budget was noted.

Annual Report and Accounts

- 5.2. It was noted that CPD confirmed they were content to vary the Accountants contract to allow 2 days for the Commission Staff and the Accountant to close the year end accounts and enter the opening balances for the next year.

Business Cases

- 5.3. The update on Business Cases was noted.

Business Cases – Legal Services

It was noted that the Legal Services Business Case had been approved and would be going out to tender by 13 December 2013.

Business Cases – Building for the Future

It was noted that the tender panel would reconvene on 16 December 2013.

Business Cases – Research on Pensions

It was noted that no tenders were submitted. A meeting to discuss options would take place on 11 December 2013.

Business Cases – Forum Business Case

It was noted that the procurement exercise would take place during the week commencing 09 December 2013. It was agreed that an email would be sent to Forum members to acknowledge their queries and that an update would form part of the presentation at the next Forum meeting on 19 December 2013.

ACTION: AMN

6. Board Decisions Dilapidations

- 6.1. The Board was asked to approve the final figure of £38,140 for release to the landlord of Windsor House and consultants. SMT reviewed and approved this figure on 03 December 2013. The Board approved the payment of £38,140. A form of Release was required and would be progressed through DSO following approval of a business case.

2013/14 Work Programme

- 6.2. The amendments to the 2013/14 Work Programme were discussed and approved by the Board.

Risk Register

- 6.3. The Board noted the updated Risk Register and additional risk management actions. The Risk Register was approved by the Board.

7. AOB

Social Media - Tweets

- 7.1. It was agreed that the Commission would be more proactive with tweets.

ACTION: AMC

NAME: **Kathryn Stone OBE**

SIGNED:

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

DATE: 8 January 2014