

5.3. **Business Cases – Legal Services**

It was noted that the Legal Services tender was reissued on 23 January 2014 with a closing dates of 05 February 2014.

5.4. It was agreed that the Commission would take advice on the legal status of the Commission. It was also agreed to ask Internal Audit to look at the function of the Board.

ACTION: JB

Submissions to OFMDFM

5.5. The update on submissions to OFMDFM were noted.

5.6. The Commissioner queried the current position of the Addendum to the Forum Business Case. It was agreed that a letter regarding approval for this Business Case would be sent to the Department.

ACTION: JB

NIAO Recommendations

5.7. The update on NIAO Recommendations and Internal Audit was noted.

5.8. The Commissioner asked for clarification on when the Business Continuity Plan would be tested. **AMC** advised that testing would take place before the end of March 2014 and that the plan would be tabled at SMT during February 2014 and would then be presented at the Board meeting on 27 March 2014.

2013-2014 Work Programme

5.9. The Work Programme was noted.

5.10. The Commissioner asked for confirmation that all items in the Work Programme would be completed on time and queried the RAG status of the Management of the Forum. **JB** provided clarification that all objectives would be achieved.

Conference on Dealing with the Past

5.11. It was agreed that the PSNI would be advised of the Conference.

ACTION: AMC

5.12. Following a discussion it was agreed to proceed with Facilitators for the Conference as arranged.

6. Risk Register

6.1. The Risk Register was discussed and approved.

6.2. **JB** advised the Commissioner that the Risk Register had been revised following discussions at the Audit and Risk Committee meeting on 15 January 2014. The Commissioner confirmed that the Board was aware of emerging and current risks and was satisfied that risks are being managed appropriately.

7. Board Decisions

Forum Evaluation Interim Report

7.1. The Forum Evaluation Interim Report was discussed and approved by the Board.

Publication Scheme

7.2. The Publication Scheme was discussed and approved by the Board.

Code of Conduct Policy

- 7.3. The Code of Conduct Policy was discussed and approved by the Board.

Internal Complaints Policy

- 7.4. The Internal Complaints Policy was discussed and approved by the Board.

Information Security Policy

- 7.5. The Information Security Policy and Records Management Policy was discussed and approved by the Board.

Paper on Accessing Funding & Services for Victims and Survivors outside of Northern Ireland

- 7.6. The paper on Accessing Funding & Services for Victims and Survivors outside of Northern Ireland was discussed and approved by the Board.

KPMG Review of the Commission – Comments

- 7.7. The Commission's comments on the KPMG Review of the Commission were discussed and approved by the Board.

Report on the Roundtable Event 17 December 2013

- 7.8. The Report on the Roundtable Event 17 December 2013 was discussed and approved by the Board subject to agreed amendments.

8. AOB

Stewardship Statement

- 8.1. The Commission's Stewardship Statement for the period ending 31 December 2013 and a letter of 24 January 2014 from the Director of Social Investment and Good Relations were discussed. **JB** confirmed that as Accounting Officer he is satisfied that the controls in place to manage the risks for which he is responsible, are appropriate and are having the desired outcome in that the Commission is moving towards a more secure risk environment.
- 8.2. The Commissioner requested that correspondence relating to the Commission's Stewardship Statement for the period ending 31 December 2013 be shared with the Chair of the Audit and Risk Committee.

ACTION: AMC

Audit and Risk Committee

- 8.3. The Commissioner sought clarification on whether or not she was required to attend Audit and Risk Committee meetings. **JB** confirmed that as the Commissioner is not a member and no longer Accounting Officer, she is not required to attend. It was noted that minutes of the Audit and Risk Committee meetings are sent to the Commissioner for assurance.
- 8.4. The Commissioner requested that formal review meetings take place with the Chair of the Audit and Risk Committee and that performance reviews are carried out with members of the Audit and Risk Committee by the Chair. These meetings would incorporate attendance, contribution and skills analysis.

ACTION: AMC

NAME: **Kathryn Stone OBE**

SIGNED:

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

DATE: 27 March 2014