



BOARD MEETING 6 June 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.

2.2. It was agreed that creditor listing should be amended to suppliers only.

3. Minutes of Board Meeting – 7 May 2013

3.1. Minutes of Board Meeting on 7 May 2013 were agreed with slight amendments.

4. Matters Arising

4.1. 13.2 – Letter to Lord Eames to be drafted

5. Accounting Officer's Report

5.1. **KS** presented the Accounting Officer's Report and advised the Commissioner has a total budget allocation of £1,061,000 for the 2013/14 year. A review of the budget had previously been undertaken, and agreed, and would be returned to the Department along with the revised 2013-16 Corporate Plan and 2013/14 Work Programme.

5.2. Following the resignation of the Internal Audit service providers from the provision of services the Commission had contacted CPD for advice. CPD had written to the organisation advising that as their contract ran until 22 October 2013 they were required to maintain service delivery. As a result, service provision was transferred to another Internal Audit service provider. A meeting with the new service providers would be undertaken as a priority.

ACTION: AMC

5.3. NIAO had provided an outline of their strategy for the Commission's 12/13 Annual Report and Accounts. A draft of the year-end financial statements to be provided to NIAO by 9

August 2013 and the NIAO will begin fieldwork on 12 August 2013, with the process completing in October 2013.

- 5.4. The consultation completed on 17 May 2013 and a meeting to discuss the consultation responses took place on 23 May 2013. The 2013/14 Work Programme, the 2013-16 Corporate Plan and the budget were being revised accordingly.
- 5.5. The final draft Business Case regarding accommodation was submitted to the Department on 9 April 2013. Approval was received on 21 May 2013. The Commission moved premises on 30 May 2013. The Commission will undertake redecoration and refurbishment once settled.
- 5.6. The Policy Officer started on 9 May 2013 and the Personal Secretary started on 3 June 2013. The Secretary to the Commission is expected to be in post by 5 August 2013 at the latest.
- 5.7. As there is expected to be a large number of applications for the AO post, consideration was being given to liaising with the Commissioner for Older People when that organisation is also recruiting.
- 5.8. It was agreed to take forward the appointment of an AO .

ACTION: AMC

- 5.9. The next ARC meeting will take place on 17 July 2013.

6. Budget

- 6.1. The 2013/14 Budget was reviewed and noted.

7. Risk Register

- 7.1. The Risk Register was noted.
- 7.2. It was agreed to add the training to undertake procurement exercises to the agenda for the next Accountability Meeting.

8. 2013 – 2016 Corporate Plan

- 8.1. The changes to the 2013 – 2016 Corporate Plan as a result of the Consultation responses were noted and agreed.

9. 2013/14 Work Programme

- 9.1. The outstanding targets were noted from the 2012/13 Work Programme were noted
- 9.2. The changes to the 2013/14 Work Programme as a result of the Consultation responses were noted. Further amendments were to be included.

ACTION: AMN & LK

- 9.3. It was agreed that once the amendments were made and agreed the 2013-16 Corporate Plan and 2013/14 Work Programme would be formally submitted to the Department.

ACTION: AMC & LK

- 9.4. Summary of responses to be amended. Once agreed Summary to be posted on website and letters issued to consultation respondents.

ACTION: AMN, AMC & LK

10. Policy, Development and Research

- 10.1. **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 2013/14 year.
- 10.2. Outputs achieved in month and cumulative outputs achieved in year were noted.

11.HR/Corporate Governance/Administration Board Update

11.1. **AMC** provided a report giving updates from HR, Corporate Governance and Administration.

12.Staffing/Resources

12.1. There were no updates regarding staffing and resources.

13.Internal Audit

13.1. There were no further updates regarding Internal Audit.

14.Update on Audit Recommendations

14.1. All recommendations and updates were noted and would continue to be monitored

15.Update on OFMDFM Submissions

15.1. It was noted that the Accommodation Business case had been approved.

15.2. AMN to follow up with the Department on the Forum Business Case Addendum

ACTION: AMN

16.Communications Expert

16.1. It was noted that this was on hold until advice on how to proceed with a tender process was returned from the Department.

17.Accommodation Update

17.1. The Project Plan was reviewed and noted.

17.2. The Commissioner expressed her gratitude to staff on making arrangements for the move.

18.AOB

18.1. Arrangements for a Corporate Planning Day on 25 June 2013 to be made

ACTION: AMC & LK

NAME: **KATHRYN STONE**

SIGNED:



DATE: 2 July 2013