



**BOARD MEETING
08 January 2014**

PRESENT:

Kathryn Stone (Chair - **KS**)
John Beggs (**JB**)
Adrian McNamee (**AMN**)
Arlene McCreight (**AMC**)
Laura Kennedy (**LK**) - 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 9 December 2013

3.1. Minutes of Board Meeting on 9 December 2013 were confirmed as an accurate record and agreed.

4. Matters Arising

Review of the Commission

4.1. 4.1. It was noted that a response had been drafted and the Commission would respond before the end of January 2014.

ACTION: AMC & JB

Specialist Equality Advice – Equal Opportunities Policy and Screening Template

4.2. 4.3. It was noted that the policy would apply to the Commission's Audit and Risk Committee and would be presented at the next meeting on 15 January 2014.

ACTION: JB

Forum for Victims and Survivors Business Case

4.3. 5.3. It was noted that an update was provided to Forum members at the meeting on 19 December 2013.

Victims and Survivors Service Programme Plan

4.4. 4.4. It was agreed that a copy of the letter sent to Ministers extending the submission date of the Report on the Independent Assessment of the VSS would be sent to the Chair of the Audit and Risk Committee.

ACTION: JB

5. Accounting Officer Update

Budget

- 5.1. The Budget was noted.
- 5.2. The Commissioner noted that it was positive that 100% of invoices had been paid within 10 days.

Business Cases

- 5.3. The update on Business Cases and Procurement was noted.

Business Cases – Research on Pensions

It was noted that the tender had been reissued with the budget increased to £25,000 in order to include specialist input. The tender was due to close on Friday 17 January 2014.

Business Cases – Legal Services

It was noted that following a number of queries, the Legal Services tender closing date had been extended to 10 January 2014.

Business Cases – Forum Business Case

It was noted that the Business Case would identify any requirements for resources to undertake the management of the Forum.

- 5.4. There was discussion regarding staffing resources within the Commission and the continued consideration being given by the Secretary to the Commission to future requirements for resources.

Submissions to OFMDFM

- 5.5. It was agreed to update the document to include the latest engagement with the Department regarding the Addendum to the Forum Business Case.

ACTION - LK

- 5.6. AMC noted that, following audit recommendations, all Commission staff and Forum members would be required to provide a current copy of their Motor Car Insurance certificates and to continue to do so upon renewal. It was noted that payment of expenses claims received from 8 January 2014 would be withheld until receipt of the relevant insurance certificate.

6. Risk Register

- 6.1. It was noted that the risk ratings remained unchanged for all risks.
- 6.2. It was noted that CR1 Failure to ensure and maintain effective financial and administrative environment and CR2 Weaknesses in business planning and performance management would be monitored and that the risk ratings may be reduced at the end of the financial year.
- 6.3. It was agreed that the Accounting Officer would propose to the Audit and Risk Committee at the meeting on 15 January 2014 that the risk rating of CR7 Threat to business activity due to understaffing be increased due to pressures on resources.

ACTION - JB

- 6.4. This matter also to be discussed at the next Accountability Meeting on 14 January 2014.

ACTION - JB

- 6.4. The Risk Register was approved by the Board.

7. Board Decisions

Audit Recommendations – Management Responses

- 7.1. The management responses were approved for return to the Internal Audit Service Provider.

ACTION - AMC

2013/14 Work Programme

- 7.2. It was noted that 2013/14 Work Programme was on target to be achieved.
7.3. It was agreed that all positive comments tweeted about the Commission would be retweeted automatically.

ACTION - AMC

- 7.4. It was agreed advice should be sought from the Communications Service Provider regarding the Commission's Social Media engagement and monitoring.

ACTION – AMC

- 7.5. It was agreed further information would be provided to the next meeting regarding search engine optimisation for the Commission's website.

ACTION - AMC

7. AOB

Meeting with Orange Order on 15 January 2014

- 7.1. It was agreed that Adrian McNamee would accompany the Commissioner.

ACTION: AMN

NAME: **Kathryn Stone OBE**

SIGNED:



DATE: 4 February 2014