



## **BOARD MEETING 7 May 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 – 9 April 2013**

3.1. Minutes of Board Meeting on 9 April 2013 were agreed.

### **4. Matters Arising**

4.1. 12.6 - It was advised a temporary Research Officer was no longer required.

4.2. 16.2 – It was agreed the policy regarding emblems should be pursued for the next meeting.

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

5.1. **KS** presented the Accounting Officer's Report and advised, following confirmation from the Department, that the Commission has a total budget allocation of £1,061,000 for the 2013/14 year. A review of the budget would be required as a consequence of the reduction of the budget.

5.2. The Commission had been advised that with completion of Internal Audit for the 2012/13 year, Goldblatt McGuigan has resigned from providing Internal Audit services. The Commission was considering options and had contacted CPD for advice.

5.3. Internal Audit had provided draft reports on Information Security and Business Continuity Management both of which indicated satisfactory ratings.

5.4. The Internal Audit Final Report from 2012/13 indicated that the opinion of Internal Audit, based on the work performed, other opinion on the effectiveness of the Commission's overall control environment, risk management procedures and governance framework was satisfactory i.e. there was some risk that objectives may not be fully achieved. They are

required to bring to the Accounting Officer's attention those significant weaknesses or issues which may be relevant to the preparation of the Annual Governance Statement for the year ended 31st March 2013 and advised that with the appointment of a new Commissioner in 2012 and the pending appointment of the Secretary, it was essential that the Commission continued to monitor its adherence to Strategic and Business Plan objectives.

- 5.5. The 2013/14 Work Programme was submitted to the Department on 31 January 2013 and was out to consultation. The Work Programme consultation was due to complete on 17 May 2013.
- 5.6. The Corporate Plan 2013-16 was submitted to the Department on 31 January 2013 and was out to consultation. The Corporate Plan consultation was due to complete on 17 May 2013.
- 5.7. The final draft Business Case regarding accommodation was submitted to the Department on 9 April 2013. Approval was awaited. The Commission was still working towards a move to complete by end of May 2013.
- 5.8. Suitable candidates for the Secretary to the Commission, Policy Officer and Personal Secretary roles had been identified and offers of employment made.
- 5.9. As there was expected to be a large number of applications for the AO post, consideration was being given to another stage to include online assessment.
- 5.10. The next ARC meeting would take place on 17 July 2013.

## **6. Budget**

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

## **7. Risk Register**

- 7.1. The Risk Register was noted.

## **8. 2013 – 2016 Corporate Plan**

- 8.1. The 2013 – 2016 Corporate Plan was out to consultation and was due to complete on 17 May 2013. A meeting to take discuss consultation responses would take place on 23 May 2013.

## **9. 2013/14 Work Programme**

- 9.1. The outstanding targets were noted from the 2012/13 Work Programme were noted
- 9.2. The 2013/14 Work Programme was out to consultation and was due to complete on 17 May 2013. A meeting to take discuss consultation responses would take place on 23 May 2013.

## **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. **KS** noted that following an Internal Audit review of the Governance Structures at the Commission, a Governance Structure had been agreed, and confirmed that Lord Robin Eames had agreed to be an independent mentor for the Commissioner.

13.2. The Commission would issue a draft letter to Lord Eames confirming the arrangement

**ACTION: LK**

13.3. It was noted that Goldblatt McGuigan has resigned from providing Internal Audit services. Any implications as a result would be monitored.

13.4. It was agreed to discuss the number of days required for Internal Audit at the next Audit & Risk Committee Meeting.

**ACTION: AMC & LK**

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

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

## **15.Update on OFMDFM Submissions**

15.1. Also to be included in the document - status of advice from the Commission to the Department and query regarding the status of payments by the VSS.

**ACTION: AMN**

## **16.Communications Expert**

16.1. It was noted that this was on hold until advise 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 costs associated with the move to be discussed with the Department.

## **18.AOB**

18.1. There was no AOB

18.2. Date of next meeting is Thursday 6 June 2013

NAME: **KATHRYN STONE**

SIGNED:



DATE: 6 June 2013