



BOARD MEETING 12 November 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 14 October 2013

3.1. Minutes of Board Meeting on 14 October 2013 were confirmed as an accurate record and agreed.

4. Matters Arising

Review of the Commission

4.1. 6.6. **JB** and **AMC** met on 05 November 2013 regarding the Commission's response. It was agreed at this meeting that the report would be considered in full before a response to the recommendations was issued.

ACTION: AMC & JB

FOI

4.2. 6.9. It was noted that a response was issued on 11 November 2013.

Commission Advice Paper on the Work of the Forum

4.3. 7.1. A response had been drafted but had not been progressed pending the Forum's next advice paper, due in January 2014. It was noted that the Forum Working Group Papers including the Dealing With the Past Working Group paper were sent to Minister's for information on 08 November 2013.

Conference on Dealing with the Past

4.4. 7.3. A meeting with the Forum Working Groups to discuss the Conference had not taken place as there was not enough information available to share with the Forum.

It was noted that a meeting of the Conference project team would take place on 15 November 2013. It was noted that key speakers had been invited to address the Conference.

It was agreed that the Conference would be an agenda item for the next Forum Meeting on 21 November 2013.

ACTION: AMN

Approval by Accounting Officer

- 4.5. 8.1. It was confirmed that the Commissioner had reviewed and counter signed a number of documents approved by **JB** prior to 14 October 2013.

**5. Accounting Officer Update
Budget**

- 5.1. It was noted that the Commission would make no bids or easements in the January Monitoring Round, therefore the budget would remain unchanged.

Annual Report and Accounts

- 5.2. It was noted that the Annual Report and Accounts 2012/13 had been published and were submitted to the Assembly on 29 October 2013. It was agreed that **AMC** would send an email to inform and thank staff.

ACTION: AMC

Business Cases

- 5.3. The update on Business Cases was discussed. Legal Services was noted as the biggest Risk and was still with the Department for approval. It was also noted that the Communications Services Tender closed on 08 November 2013.

Addendum to Forum Business Case

It was noted that **JB** had followed up on approval with the new contact in the Department, Cathy McMullan on 11 November 2013.

Temporary Staff to undertake Analysis of Service Provision

It was noted that a business case for the use of a Consultant would be drafted due to the lack of suitable CV's received.

ACTION: AMN

NIAO Recommendations

- 5.4. The NIAO Recommendations in the 2012/13 Report to those charged with Governance were discussed and noted.

6. Board Decisions

Risk Register/Comprehensive Risk Action Plan

- 6.1. It was agreed that the Risk Register and Action Plan reflected the Commissions current position.

2013/14 Work Programme

- 6.2. The updated RAG status was noted.

Specialist Equality Advice – Equal Opportunities Policy and Screening Template

- 6.3. The Policy was discussed. A staff consultation took place on 04 November 2013 with a Specialist Equality Advisor present, no queries or concerns regarding the policy were raised. It was noted that the policy would apply to the Commission's Audit and Risk

Committee. This was to be discussed at the next Audit and Risk Committee meeting on 15 January 2014.

ACTION: JB

The Equal Opportunities Policy and Screening Template were approved subject to track changes being accepted.

Specialist Equality Advice – Harassment Policy and Procedure

It was noted that a Specialist Equality Advisor had reviewed the Commission's Harassment Policy and had carried out EQIA screening and had not recommended any changes.

The Harassment Policy and Screening Template were approved.

Dilapidations

6.4. It was noted that the draft response was received on 12 November 2013.

7. Draft Minutes of ARC Meeting on 02 October 2013

7.1. Draft Minutes of the ARC Meeting on 02 October 2013 were reviewed and noted.

8. AOB

Victims and Survivors Service Programme Plan

8.1. It was agreed that **JB** would send **KS** and the Chair of the Audit and Risk Committee a copy of the most recent Programme Plan.

ACTION: JB

Diary

8.2. The Diary was noted.

Invitations

8.3. It was agreed that regrets would be sent for 'Challenges for Today' and 'Community Cohesion and Social Inclusion'.

ACTION: SB

Christmas Coffee Morning

8.4. The Commissioner requested further dates to be identified for the Christmas Coffee Morning and it was agreed that **AMN** would investigate the possibility of using the Forum meeting venue after lunch time on 19 December 2013.

ACTION: AMN

Christmas Invitations

8.5. It was agreed that a response letter would be drafted for Christmas invitations received .

ACTION: AMC

Forum Meeting - 21 November 2013

8.6. The delegate list and format of the meeting was discussed. It was agreed that a discussion would take place at the Steering Committee meeting on 12 November 2013 on how the meeting on 21 November 2013 would be structured.

ACTION: AMN

8.7. It was agreed that **AMN** would investigate arranging 'Listeners' to attend the meeting to support the Forum.

ACTION: AMN

NAME: **Kathryn Stone OBE**

SIGNED:

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

DATE: 9 December 2013