



**BOARD MEETING**  
**14 October 2013 at 10.00am**

**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 11 September 2013**

3.1. Minutes of Board Meeting on 11 September 2013 were confirmed as an accurate record and agreed subject to an amendment to 2.1.

**ACTION: SB**

**4. Matters Arising**

**Procurement Management Guidance**

4.1. 4.6. **AMC** confirmed that Project Management Guidance had been circulated to staff.

**Industrial Tribunal**

4.2. 6.3. **AMC** confirmed the deadline for appeal was 20 September 2013.

**Budget**

4.3. 7.1. Correspondence from the Landlord in relation to Dilapidations was noted.

**2013/14 Work Programme**

4.4. 10.1. It was noted that the Work Programme was approved by Ministers on 08 October 2013.

**5.1. Implement a Communications Strategy**

4.5. 10.2. It was noted that an interim solution was in place.

**6.13. Process all invoices and pay suppliers within 10 days of receipt of invoice.**

4.6. 10.2. **AMC** confirmed 100% of all invoices in July 2013 were paid within 10 working days.

**Arrangements for Group Visits**

4.7. 12.6. It was noted that this was a regular item at SMT for decision.

### **JEG Review**

- 4.8. 13.2. The progression of the Finance Officer JEG Review was noted.

### **Commission Advice Paper – A pension for people severely injured in the Troubles.**

- 4.9. 14.2. **AMN** confirmed that up to date figures from the VSS were not received in time and the Advice Paper was submitted mid September 2013.

### **October 2013 Seminar**

- 4.10. 14.5. Options on the seminar topic were discussed.

### **Update on OFMDFM Submissions**

- 4.11. 17.1. Submissions to the Department were noted. The Commission was still awaiting approval from the Department on the Forum Business Case Addendum.

### **E-Banking User Authorisation**

- 4.12. 18.1. The Commissioner's E-Banking User Authorisation was agreed and approved.

### **Lessons and Issues Log**

- 4.13. 18.2. Options were discussed. It was agreed that the website re development was the priority.

## **5. Annual Report and Accounts**

- 5.1. The Annual Report and Accounts were recommended for approval at the Extraordinary meeting of the Audit and Risk Committee on 08 October 2013. An awareness and training session on procurement is to be held for all staff.

### **ACTION: JB**

- 5.2. The Annual Report and Accounts and Letter of Representation were approved by the Board and signed by the Commissioner and Accounting Officer respectively. The Commissioner relayed her gratitude to everyone involved in the preparation of the accounts noting the time constraints faced.

## **6. Accounting Officer Update Budget**

- 6.1. 1. The Budget was noted.

### **Appointment as Accounting Officer**

- 6.2. 1.1. It was noted that the formal letter of John Beggs' appointment as Accounting Officer was received on 09 October 2013. The appointment was effective from 14 October 2013.

### **Update on Business Cases and Procurement**

- 6.3. 2.1. The Status of Business Cases was noted. **JB** advised that the Legal Services Business Case may require approval from the Department if considered to be Consultancy. The Business Case was submitted to the Department on 30 September 2013 and was awaiting approval.

### **2013 – 16 Corporate Plan and 2013/14 Work Programme**

- 6.4. 4.1. The 2013 – 16 Corporate Plan and 2013/14 Work Programme were approved by Ministers on 08 October 2013.

## **2014 – 17 Corporate Plan**

- 6.5. 4.4. It was agreed that the Staff Corporate Planning Day scheduled for 18 October 2013 would be postponed. **SB** to provide **JB** with dates for rescheduling.

**ACTION: SB**

## **Review of the Commission**

- 6.6. 5.2. It was noted that the Commission were to provide responses to the Review's Recommendations.

**ACTION: JB**

## **Management Statement and Financial Memorandum**

- 6.7. 5.3. No further update.

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

- 6.8. 5.5. No further update.

## **FOI**

- 6.9. 5.7. It was noted that the Department reviewed the information and provided a draft response. **AMC** and **JB** to consider draft response.

**ACTION: AMC JB**

## **Risk Register**

- 6.10. It was noted that the Risk Register with escalated risks was recommended for approval at the Audit and Risk Committee meeting. The Board approved the revised Risk Register.

## **7. Board Decisions**

### **Commission Advice Paper on the Work of the Forum**

- 7.1. **KS** requested that a response be sent to the Services Working Group and Building for the Future working group to tell them how their work was used. It was agreed that **AMN** would prepare a paper on Dealing with the Past.

**ACTION: AMN**

### **Forum Fraud Case**

- 7.2. No decision had been made. Copies of files were sought but had not been received to date.

### **Conference on Dealing with the Past**

- 7.3. The Commission were awaiting a response from the Department on proceeding with the Conference. It was agreed that a meeting would be arranged with the Forum Working Groups to discuss the conference.

**ACTION: AMN**

## **8. Approval by Accounting Officer**

- 8.1. John Beggs' appointment as Accounting Officer from 14 October 2013 was noted. It was agreed that **KS** would review and approve a number of documents approved by **JB** prior to this date.

**ACTION: KS JB**

## **9. Agreed Minutes of ARC Meeting on 17 July 2013**

- 9.1. Minutes of ARC meeting on 17 July 2013 were agreed. It was agreed that draft minutes of the ARC meeting on 02 October 2013 would be brought to the next Board meeting on 12 November 2013.

**ACTION: SB**

**10. AOB  
Diary**

10.1. The diary was noted.

**Invitations**

10.2. Invitations were discussed. It was agreed that **AMN** would contact UUP with a response to this invitation and that **JB** and a member of the Policy Team would attend a Working Group on 23 October 2013. A briefing paper was to be prepared for this event.

**ACTION: AMN**

**Consultations**

10.3. It was agreed that the Commission would not respond.

NAME: **Kathryn Stone OBE**

SIGNED: 

DATE: 12 November 2013