



BOARD MEETING
11 September 2013 at 11.00am

PRESENT:

Kathryn Stone (Chair - KS)	Commissioner
John Beggs (JB)	Secretary to the Commission
Adrian McNamee (AMN)	Head of Policy and Research
Arlene McCreight (AMC)	Head of Corporate Services and HR
Sarah Beare (SB) - minutes	

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 the agenda items.

3. Minutes of Meeting on 13 August 2013

3.1. Minutes of Board Meeting on 13 August 2013 were confirmed as an accurate record and agreed.

4. Matters Arising
Procurement Training

4.1. 4.2. **JB** confirmed Procurement training took place on 02 September 2013.

Risk Strategy

4.2. 4.3. **JB** confirmed the review of the Commission's Risk Strategy was ongoing.

NIAO Audit

4.3. 6.5. Noted that NIAO Audit was to finish on 12 September 2013.

Review of Risk Register

4.4. 8.1. **JB** confirmed the review of the Commission's Risk Register was ongoing.

Press Releases

4.5. 5.3. It was agreed that an increase in the number of news releases issued was required.

Project Management Guidance

4.6. Discussion to take place at SMT 17 September 2013.

ACTION: SMT

AOB – Forum Evaluation

4.7. 19.2. A meeting regarding the evaluation of the Forum and Resources took place on 09 September 2013.

5. Annual Report and Accounts

- 5.1 **JB** confirmed the draft Accounts had been initially reviewed by NIAO and there were amendments provided.

6. Accounting Officer Update Internal Audit

- 6.1. 4.1. A draft strategy for Internal Audit in 2013/2014 was to be forwarded for approval prior to the next ARC meeting on 02 October 2013.

2014-2017 Corporate Plan

- 6.2. 7.1. Corporate Planning day arranged for 18 October 2013.

Industrial Tribunal

- 6.3. 8.1. No appeal to date. **AMC** to check timescale for submitting an appeal.

ACTION: AMC

Audit and Risk Committee

- 6.4. 9.1. The next ARC meeting to take place on 02 October 2013.

7. Budget

- 7.1. **JB** highlighted the biggest risk as Dilapidations and Refurbishment costs. Legal advice on Dilapidations costs to be sought.

ACTION: JB AMC

- 7.2. Dealing with the Past Conference noted as a risk area. **JB** confirmed no issues have been raised to date.

8. Risk Register

- 8.1. **JB** to add risks regarding reputational risk and delivery of services for the next ARC meeting on 02 October 2013.

ACTION: JB

9. 2013 – 16 Corporate Plan

- 9.1. **JB** confirmed the 2013-16 Corporate Plan was submitted to the Department. **AMC** confirmed it had not been approved to date.

10. 2013/14 Work Programme

- 10.1. It was agreed that a quarterly review should take place instead of the current monthly review. **AMC**, **JB** and **LK** are to meet to look at alternative templates for the Work Programme for next year.

ACTION: AMC, JB and LK

10.2. 5.1. Implement a Communications Strategy

The Communications Business Expert Case was to be tabled at the next SMT meeting on 17 September 2013 for decision.

ACTION: SMT

5.3. Press

It was noted that the Commission had been mentioned in a radio interview on 10 September 2013. **SB** to bring this to the attention of the Information and Records Officer to seek further information.

ACTION: SB

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

It was noted that 100% of invoices in July 2013 were paid within 10 working days. **AMC** is to clarify this was correct.

ACTION: AMC

6.16. Review and update when necessary Corporate Governance and Risk Management Procedures in line with Internal Audit Recommendations

The new Internal Auditor had been engaged. The Commission was awaiting a strategy for Internal Audit.

11. 2014/15 Work Programme

11.1. No further update.

12. Policy Development and Research Update

12.1. It was noted that an Advice Paper on Assessment was submitted on 13 August 2013.

12.2. It was noted that there had been no further progress on the Dealing with the Past Conference.

12.3. It was noted that the Building for the Future Business Case was to be tabled for decision at the next SMT meeting on 17 September 2013.

ACTION: SMT

12.4. **AMN** confirmed that a new joint research project was to be undertaken by the Commission and NIHRC.

12.5. It was noted that the Commissioner undertook 14 group visits by the end of August 2013. This figure was expected to rise to 17 by 12 September 2013.

12.6. SMT to discuss how group visits should be arranged going forward.

ACTION: SMT

13. HR/Corporate Governance/ Administration Board Update

13.1. It was noted that the Policy Officer was to commence employment on 07 October 2013.

13.2. **JB** to table options for the next step in the JEG review of the Finance Officer post at the next SMT meeting on 17 September 2013.

ACTION: JB

13.3. It was noted that the recruitment process for a temporary Policy Officer and AO had commenced.

14. Board Decisions

Standing Orders and Scheme of Delegation

- 14.1. Subject to review and potential amendment to point 2.1, the standing Orders and Scheme of Delegation was agreed and approved. **JB** to review 2.1.

ACTION: JB

Commission Advice Paper – A Pension for people severely injured in the Troubles

- 14.2. **AMN** was awaiting up to date figures from the VSS in order to finalise paragraph 29. It was agreed that **AMN** would amend paragraph 46.

ACTION: AMN

- 14.3. Subject to amendments, the Commission Advice paper – A Pension for people severely injured in the Troubles was agreed and approved for submission to OFMDFM.

Paper on Seminar Series

- 14.4. It was noted that the first seminar will take place on 25 September 2013.

- 14.5. It was agreed that the content of the October 2013 seminar would be changed.

ACTION: AMN

Revised Budget

- 14.6. The revised Budget was noted.

15. Internal Audit

- 15.1. No further update.

16. Update on Audit Recommendations

- 16.1. No further update.

17. Update on OFMDFM Submissions

- 17.1. Submissions to OFMDFM were noted. **AMN** was to follow up the Forum Business Case with the Department.

ACTION: AMN

18. AOB

Secretary to the Commission E-Banking User Authorisation

- 18.1. **JB** was approved as a user and the authorisation form was signed. **SB** to confirm if the Commissioner's user authorisation was approved at a Board Meeting.

ACTION: SB

Lessons and Issues Log

- 18.2. The suggestion of a Lessons and Issues Log was noted. **JB** is to consider this and will bring recommendations to SMT for discussion.

ACTION: JB

Note Taking and Staff attendance at Commissioner's Meetings/Group Visits

- 18.3. **JB** is to consider the current process and provide options to SMT. **SB** to provide **JB** with current templates for Notes of Meetings.

ACTION: JB, SB

Corporate Gifts and Commission Branding

18.4. The Commissioner raised the issue of Corporate Gifts and Branding. **JB** to consider if this should be referred to the Communications Expert once the contract is in place.

ACTION: JB

NAME: **Kathryn Stone OBE**

SIGNED: 

DATE: 14 October 2013