



**BOARD MEETING
06 May 2014 @ 2.00pm**

PRESENT:

Kathryn Stone (Chair - **KS**) Commissioner

IN ATTENDANCE:

John Beggs (**JB**) Secretary to the Commission
Adrian McNamee (**AMN**) Head of Policy and Research
Arlene McCreight (**AMC**) Head of Corporate Services and HR

1. Apologies

1.1. There were apologies from Sarah Beare (minutes).

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 08 April 2014

3.1. Minutes of Board Meeting on 08 April 2014 were confirmed as an accurate record and agreed.

4. Matters Arising

4.1. No update.

5. Accounting Officer Update

Budget

5.1. The Budget was discussed and noted.

Update on Business Cases and Procurement, Contracts Register and PPE Schedule

5.2. The update on Business Cases and Procurement, Contracts Register and PPE Schedule was noted.

Management Statement and Financial Memorandum

5.5. 5.1. It was noted that the Commission were awaiting a final draft of the Management Statement and Financial Memorandum.

HR

5.6. 5.1. It was confirmed that the Department had commenced the Recruitment process for a new Commissioner.

5.7. 5.12. It was noted that interviews for the position of Policy Support Officer would take place from 14-20 May 2014.

- 5.8. 5.14. It was noted that the vacancy of Information and Records Officer would be filled with an agency worker.

Review of the Commission

- 5.9. It was noted that the Review of the Commission would be unlikely to commence before the end of the year.

6. Annual Report and Accounts

- 6.1. The update on the Annual Report and Accounts was noted.

7 Board Decisions

2014/15 Final Business Plan

- 7.1. The 2014/15 Final Business Plan was discussed and approved by the Board and would be submitted to the Department for their approval.

2014-17 Corporate Plan

- 7.2. The 2014-17 Corporate Plan was discussed and approved by the Board and would be submitted to the Department for their approval.

Amended Risk Register

- 7.3. The amended Risk Register was discussed and approved by the Board and would be submitted to the Department for information.

Forum Business Case 2014-17

- 7.4. The Forum Business Case 2014-17 was discussed. The preferred option was agreed and Board approved the Business Case for submission to the Department.

Legal Advice on Governance

- 7.5. The paper on Legal Advice on Governance was discussed. The Board was content with the advice provided.

9. AOB

- 9.1. There was no other business.

NAME: **Kathryn Stone OBE**



SIGNED:

DATE: 4 June 2014