



**BOARD MEETING
04 June 2014 @ 10.00am**

PRESENT:

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

IN ATTENDANCE:

John Beggs (**JB**) Secretary to the Commission
Adrian McNamee (**AMN**) Head of Policy and Research
Laura Kennedy (**LK**) Acting Head of Corporate Services and HR

1. Apologies

- 1.1. There were apologies from Sarah Beare (minutes).
- 1.2. It was noted that this would be the last Board Meeting attended by Commissioner Stone, and the last Board Meeting until a new Commissioner was appointed.

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 06 May 2014

- 3.1. Minutes of Board Meeting on 06 May 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. It was agreed to amend the title of Project 3 on the Business Cases and Procurement log.

ACTION: LK

It was agreed to determine if the 2014/15 Work Programme had been submitted to Ministers for review.

ACTION: LK

It was also agreed that **AMN** would follow up on the Forum Business Case.

ACTION: AMN

Management Statement and Financial Memorandum

- 5.5. 6.1. It was noted that the Commission were awaiting a final draft of the Management Statement and Financial Memorandum.

Review of the Commission

- 5.6. 6.6. It was noted that the Review of the Commission would be unlikely to commence before the end of the year.

HR

- 5.7. 6.10. It was noted that recruitment for the Policy Support Officer post had been completed and the successful candidate advised.
- 5.8. 6.11. It was noted that recruitment for the Head of Corporate Services vacancy had commenced.
- 5.9. 6.12. It was noted that the Corporate Services Manager and Finance, Assets and Premises Officer had been temporarily promoted until a new Head of HR and Corporate Services could be appointed.
- 5.10. 6.13. The vacancy created by the departure of the Information and Records Officer had been filled by an agency worker.

6. Annual Report and Accounts

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

7. Board Decisions

Amended Risk Register

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

ACTION: LK

Policy on Unacceptable Behaviour from Members of the Public

- 7.2. The draft Policy on Unacceptable Behaviour from Members of the Public and comments from the Victims and Survivors Service were discussed. The Policy was approved subject to the inclusion of the Victims and Survivors Service comments.

ACTION: LK

- 7.3. It was agreed to circulate the policy to all staff.

ACTION: LK

Advice: Individuals Under Threat

- 7.4. It was agreed that the advice paper would be reviewed, approved and submitted to the Department before the departure of the Commissioner.

ACTION: JB and AMN

Pension Research

- 7.5. It was agreed that the Pension Research Paper would be reviewed and that comments would be provided.

ACTION: JB

- 7.6. It was agreed the Pensions Research Paper would be reviewed by the Equality and Good Relations Advisor.

ACTION: JB and AMN

7.6. It was noted that the Pension Research Paper was to be cleared and submitted to the Department before the departure of the Commissioner.

ACTION: JB and AMN

8. AOB

Bank Account: Authorised Signatories


8.1. The form for authorised signatories was signed and dated by the Commissioner (**KS**) and Secretary to the Commission (**JB**).

Interview Request

8.2. It was agreed that **JB** would accept the interview request.

ACTION: SB

NAME: **Kathryn Stone OBE**

A handwritten signature in black ink, appearing to read 'Kathryn Stone', is displayed within a light grey rectangular box.

SIGNED:

DATE: 11 June 2014