

Corporate Plan and Work Programme

- 5.3. 4.1. The Commissioner was advised of the additional outputs paper prepared to accompany the 2013/14 Work Programme.

Addendum to the Forum Business Case

- 5.4. 5.1. It was noted that the Addendum to the Forum Business Case was approved on 01 April 2014 by the Department. The Commissioner noted the delay by the Department in approving the Business Case.

Management Statement and Financial Memorandum

- 5.5. 5.2. It was noted that the Commission were awaiting a final draft of the Management Statement and Financial Memorandum.

HR

- 5.6. 5.5. It was noted that the Commission had commenced the recruitment for the Policy Support Officer.

6. Annual Report and Accounts 2013-2014

- 6.1. The Northern Ireland Audit Office's Audit Strategy for 2013-2014 was discussed. It was noted that this would be discussed at the Audit and Risk Committee meeting on 09 April 2014.

7. Risk Register

- 7.1. The Risk Register was discussed and noted.

8. Board Decisions Disposals Policy

- 8.1. The Disposals Policy, drawn up following Internal Audit Recommendations, was discussed and approved by the Board.

Policy Re Unacceptable Behaviour from Members of the Public

- 8.2. The draft Policy re Unacceptable Behaviour from members of the public was discussed. The Commissioner raised concerns that the Policy did not take into account behaviour at external premises such as at Group Visits. It was agreed that the Policy would be considered along with the Safeguarding Vulnerable Adults Policy. The draft Policy would also be discussed with the Department and the Victims and Survivors Service at the next Tri Lateral meeting.

ACTION: JB, AMN & AMC

9. AOB FCO

- 9.1. It was agreed to follow up with the FCO following the meeting on 02 April 2014 and to write to the Departmental contact.

ACTION: AMC

NAME: Kathryn Stone OBE



SIGNED:

DATE: 6 May 2014