



BOARD MEETING
08 September 2015 @ 10.00am

PRESENT:

Judith Thompson (Chair - **JT**) Commissioner

IN ATTENDANCE:

John Beggs (**JB**) Secretary to the Commission
Adrian McNamee (**AMN**) Head of Policy and Research
Craig Gartley (**CG**) Head of Corporate Services
Claire Trimble (**CT**) - 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 creditors listed.

3. Minutes of Previous Meeting

3.1. N/A.

4. Matters Arising

4.1. None.

5. Accounting Officer Update

5.1. The Accounting Officer Update was discussed and noted.

6. 2015-2016 Budget Report

6.1. The 2015/16 Budget Report was discussed. **JB** stated that this reflects a budget reduction of 12.8% on previous year and was updated to reflect the Commissioner in post from September 2015. It was noted that further budget reductions in-year of between 1+ 4% (£9,000 - £36,000) had been indicated by the Department.

7. Risk Register & Risk Management Strategy

7.1. The Risk Register and Risk Management Strategy were discussed and noted. **JB** gave an overview and highlighted the key areas and his duties as the Accounting Officer. **JB** advised that the ARC had agreed the Risk Register. **JT** thanked **JB** for his attitude to risk management and acknowledged that due to this there is a very efficient Risk Management process in place. The Risk Register and Risk Management Strategy was approved.

8. Business Plan 2015/16

8.1. Following discussion the Business Plan 2015/16 was approved by the Board for Submission to the Department. **JT** emphasised the need for a new Corporate Plan and effective Communications Strategy to better promote the work of the Commission.

9. Scheme of Delegation (Amendment)

9.1. The Scheme of Delegation (Amendment) was approved. It was noted that following Internal Audit recommendation, the Scheme of Delegation had been amended to reflect the approval of the Quality Assurance Report by the Accounting Officer as per Departmental guidelines.

10. AOB Audit and Risk Committee

10.1. **JB** stated that the current members of the Audit and Risk Committee are due to conclude their membership in November 2015. It was agreed the Commission shall seek to offer an extension to current members up to April 2016. A new panel of Audit and Risk Committee members would be recruited for May 2016 onwards.

ACTION: CG

Resilience Training for Staff

10.2 The possibility of resilience training for staff was discussed. It was agreed to discuss this further at the Staff Briefing.

ACTION: CT

Bank Account: Authorised Signatories

10.3 The banking mandate form for authorised signatories would be signed and dated by the Commissioner (**JT**) and Secretary to the Commission (**JB**).

ACTION: JB/JT

Communications Services

10.4 The current contract and arrangements for Communication Services were discussed. It was agreed a Direct Award Contract to Emeritus Communications for the period 1 October 2015 – 31 March 2016 would be progressed.

ACTION: JB

NAME: **Judith Thompson**

SIGNED:



DATE: 13/10/15