

Commission's Policy Paper which would be reviewed. It was noted that an update meeting with the WAVE Injured Group would take place on 19 May 2016.

Car Parking

- 4.4. **JB** advised that he met with the Chief Executive of ECNI regarding car parking for disabled visitors. It was agreed that, with advance notice, the Commission could avail of the 2 designated disabled parking spaces in the basement of Equality House.

5. Accounting Officer's Update

Performance Report

- 5.1. **JB** advised that the Department had not provided any further feedback on the Business Plan 2016/17.
- 5.2. **JT** asked if the Programme for Government would have implications on the Commission's plans.
- 5.3. **JB** had advised the Department that the Commission intended to review the Corporate Plan on receipt of the Review of the Strategy report which was expected in June 2016. This would enable the Commission to take account of any new/emerging recommendations arising for the remaining period of the Strategy. The Corporate Plan would then be re-submitted for consideration. In the meantime, SMT had agreed to address any commentary which could be updated and re-submit the Corporate Plan to the Department.
- 5.4. A discussion took place regarding the framework for reporting output measures and outcomes.
- 5.5. **JT** requested that an internal meeting to review the Corporate Plan be arranged and it was agreed to release time held for Information Sessions in early June to accommodate the meeting.

ACTION: SB

- 5.6. **JB** advised that the Department had sent the VSS Corporate Plan for information. It was agreed to send this to the other meeting attendees and **JT**.

ACTION: JB

- 5.7. Following discussion, it was agreed to arrange a Corporate Planning Day in September 2016.

ACTION: CG

Budget Report

- 5.8. The Budget was discussed. **CG** advised that the budget would be reviewed at the end of June 2016.
- 5.9. **JT** advised that she had met with NIAO on 09 May 2016 and noted that they were happy with the performance of the organisation.

Update on Business Cases and Procurement

- 5.10. The update on Business Cases and Procurement was discussed. It was noted that a few small procurement exercises (under £5k) were underway for the Standards Project and Safeguarding.
- 5.11. **CG** advised that a Business Case was being prepared and procurement was underway in relation to the Commission's Safeguarding Policy and Training for Staff. **CG** made **JT** and the other attendees aware that costs were currently expected to be around £4-5k, should costs be more than £5k the project would have to go out to tender.
- 5.12. **JB** advised that Emeritus Communications had won the tender for Communications Support Services over the period 2016-2018 and that a Project Initiation meeting took place on 28 April 2016. **JT** advised that she was happy with the process and felt that the Commission would get value for money from the contract.

- 5.13. A Communications folder which could be accessed by Emeritus and Commission staff was discussed.
- 5.14. **CG** advised that the SLA for Payroll Services was due for renewal and he was awaiting costs.
- 5.15. It was noted that a contract for Printing and Publishing of Commission documents 2016-19 was being progressed.

External Audit/Annual Report and Accounts

- 5.16. **CG** advised that no significant risk had been identified in the Audit Strategy. Risk factors to note were the accounts preparation due to this being the first year the Commission will have completed the accounts preparation with no support or involvement from an accountancy firm.
- 5.17. **CB** advised that fieldwork/reviews would be carried out over 3 weeks in August 2016.

Internal Audit

- 5.18. **CG** advised that the draft Annual Internal Audit Assurance Report 2015/16 had been presented at the Audit and Risk Committee meeting on 06 April 2016, highlighting that an External Quarterly Assurance (EQA) would be commissioned and undertaken by the Commission's Sponsor Department during 2016/17. The Audit and Risk Committee agreed that the report could now be issued as final but would be subject to the discretion of the new Committee once in place.
- 5.19. It was noted that the outstanding audit recommendations related to the Communications Strategy which was being progressed.

Risk Management

- 5.20. **JB** advised that the Risk Register had been updated and the revised Register was discussed. **JT** was content that the narrative was up to date.
- 5.21. **JT** raised a query in relation to the red risk (CR3). **JB** advised that the Audit and Risk Committee asked for the interim escalation due to the Appointment of a Panel to Sustain Victims and Survivors Forum Membership 2016-19. **JB** advised that this would be reviewed after the completion of the process. **JT** acknowledged the work to mitigate risks in relation to the process.
- 5.22. **JT** noted that there would be a risk during the transition between the current and new Forum and asked the other attendees to consider how this could be managed. It was agreed to brief the Communications Service Provider in anticipation of media queries.

ACTION: JB

- 5.23. **JB** and **CG** anticipated queries from NIAO regarding the cost of the process. **JT** acknowledged this and highlighted the need to understand the nature of the process and the need to make appropriate comparisons. **JT** was content that the chosen option provided an open and transparent process and was confident that the Commission could demonstrate value for money.
- 5.24. **JT** noted that the Risk Register would reflect red risks even though the action/result was outside of the Commission's control and asked that consideration be given to articulating the Commission's responsibilities better.
- 5.25. Following discussion, it was agreed to arrange a meeting with the VSS regarding a review of the MOU and move towards 'steady state' monitoring.

ACTION: SB

Staffing

- 5.26. **CG** provided an update on Recruitment, advising that the Project Initiation Meeting for the Head of Engagement and Communications had taken place on 15 April 2016 but it had been difficult to agree dates for sifting/interviews due to other priorities. It had been agreed

to defer the advertisement of this post with sifting and interviews to take place in August 2016. **CG** hoped to have someone in post by October 2016. The post was currently being JEG'd by DFP.

- 5.27. **CG** advised that interviews for the Engagement Support Officer post would take place 23-27 May 2016 with approximately 26 people being interviewed.

Complaint

- 5.28. **JB** advised that a complaint received in the last quarter was now at the 2nd stage of the complaints process.
- 5.29. **JT** sought clarification on the 2nd stage of the complaints process. **JB** advised that he was required to review the available information and respond within 15 working days.
- 5.30. **JT** advised that she was concerned about the depth of the Commission's External Complaints procedure. **JB** agreed that the procedure should be developed further and noted that he would offer to meet with the complainant in person to deliver his decision.

Review of the Commission

- 5.31. It was noted that the next Review of the Commission would take place later in the year and would cover 2011 – 2016.
- 5.32. **JT** noted that some issues raised in the previous Review related to the Communications Strategy which was currently being progressed by the Commission.
- 5.33. **JT** asked if the Commission would be given the opportunity to feedback on the Review/Recommendations.
- 5.34. It was noted that NICCY had recently been subject to a Review and it was agreed to seek the Terms of Reference for their Review.

ACTION: CG

Audit and Risk Assurance Committee

- 5.35. **CG** provided an update on the Recruitment of the Audit and Risk Assurance Committee. He advised that while 30 applications were live, only 3 had been submitted.
- 5.36. It was noted that sifting would take place on 18 and 20 May 2016 with interviews on 14 and 15 June 2016.

6. Policies and Procedures

Internet and Email Policy

- 6.1. **CG** advised that the Internet and Email Policy was due for review and had been updated to bring it in line with NICS Policy.
- 6.2. **JT** asked if the Policy applied to Forum Members. **CG** advised that it did not apply to Forum Members.
- 6.3. **JT** asked if there had been a specific incident or concern. **CG** advised that there had not, the Policy was just due for review.
- 6.4. The Board approved the Internet and Email Policy.

7. Update on the Appointment of a Panel to Sustain Victims and Survivors Forum Membership 2016-19

- 7.1. An update from the Forum Manager on the Appointment of a Panel to Sustain Victims and Survivors Forum Membership 2016-19 was discussed.
- 7.2. It was noted that the deadline for Expressions of Interest was 4pm on 11 May 2016 and 44 submissions had been received to date.

- 7.3. It was noted that the Forum Manager and the HR Support provider were continuing to sift submissions and **JB** was moderating.
- 7.4. It was expected that the number, location and frequency of information sessions would be adjusted depending on the number of successful submissions.
- 7.5. A discussion took place regarding the mock scenario for the information sessions.
- 7.6. **JT** asked if help would be available to those who required it for the written questionnaire at the information sessions. **JB** advised that he or the Forum Manager would be able to assist.
- 7.7. A discussion regarding the Equality Profile took place and it was noted that the Commission had tried to react to available data regarding demographics.
- 7.8. A discussion took place regarding making 'listeners' available to individuals at the information sessions. It was agreed to provide 1 'listener' per information session.

ACTION: JB

- 7.9. It was agreed to discuss the possibility of an information session in Great Britain once all submissions had been received.

ACTION: JB/JT

- 7.10. **JB** advised that the Legal Services provider had sent a volunteer agreement for consideration and had provided further information on expenses. **JT** asked if the volunteer agreement would just apply to new members. **JB** advised that it would apply to all members.

8. Update on PEACE IV

- 8.1. **AMN** provided an update on PEACE IV and advised that a working group meeting would take place on 10 May 2016.
- 8.2. **AMN** advised that he would table a 1st draft of the Research Plan at the working group meeting on 10 May 2016 and asked how the Research would align with the Commission's own budget.
- 8.3. **JT** asked for an update on mapping and **AMN** provided clarification.
- 8.4. **JT** highlighted Gender Principles as a potential theme for Research, acknowledging that this was an area of imbalance.
- 8.5. A discussion took place regarding randomised controlled trials. **AMN** advised that this would be too expensive and suggested a cohort study unless funding could be obtained from other grants.
- 8.6. A discussion took place regarding the monitoring and evaluation staff with **JT** keen to know whether they would be based at the VSS or the Commission.
- 8.7. **AMN** provided an update on the Standards Project and the proposed contents were discussed.

9. Branding

- 9.1. **CG** provided an update on Branding and advised that MCE were currently progressing consultation workshops.
- 9.2. Following a discussion on the proposed logo, **AMN** suggested asking for a variation on the Commission's existing logo.
- 9.3. **CG** advised that the contract was close to being exhausted.
- 9.4. **JT** advised that she wanted to wait on the consultation feedback before proceeding.
- 9.5. It was agreed to consult with the Forum on the proposed logo.

ACTION: CG

10.Children and Young People Project – Final Report

10.1. It was agreed to defer this item to the next Board meeting on 24 June 2016.

11.AOB

Visit from UN Special Rapporteur

11.1. **JT** asked for an update on the Itinerary.

11.2. It was agreed that **JT** would speak with Professor McEvoy regarding the meeting he would host on 16 May 2016.

ACTION: JT

Potential visit from Congressional Delegation

11.3. **JB** advised that the Department had made him aware of a potential Congressional Delegation visit in September 2016 and a request to meet with **JT**. No further information was available at present.

Subsistence and Hospitality

11.4. It was agreed that **CG** would email information on Subsistence and Hospitality to **JT** and the other attendees.

ACTION: CG

NAME: **Judith Thompson**

SIGNED:



DATE: 28/06/16