

Meeting with VSS regarding MIS Systems

- 4.3. **JB** advised that **SB** was progressing an informal meeting with the VSS to enable Commission staff to obtain an overview of the MIS system and available data.

Updates to Safeguarding Policy and Development of Client Management Procedures

- 4.4. **JT** requested an update on roles and responsibilities regarding the Safeguarding Policy.
4.5. **JB** advised that he would discuss updates to the Safeguarding Policy and the development of Client Management Procedures with SMT as he had not attended the training in February 2017 and required clarification.

ACTION: SMT

PEACE IV Project Plans

- 4.6. **AMN** advised that the Research Officer had forwarded the PEACE IV Project Plans to **TMC** for circulation to the Forum.
4.7. **JB** noted that the PEACE IV Project Plans had also been submitted to the Executive Office who had requested a meeting to discuss the plans in more detail.
4.8. **JB** advised that he would include an overview of the PEACE IV Project Plans in his induction presentation at the Forum residential on 25-26 April 2017.
4.9. **AMN** advised that the PEACE IV Project Plans would be made available on the Commission's website following an introductory seminar planned for May 2017. It was noted that the date for the introductory seminar was yet to be confirmed.
4.10. **JT** sought clarification on the resource implications of the PEACE IV Projects and on Risk Management.
4.11. A discussion regarding administrative support for procurement and project management took place. **JB** advised that he would discuss an oversight role with the Corporate Services Manager on her return from Maternity leave.

ACTION: JB

Review of the Strategy Final Summary Report

- 4.12. **AMN** advised that design work was being progressed and that the Review of the Strategy Final Summary Report would be uploaded to the Commission's website as soon as possible.

5. Accounting Officer's Update

Performance Report

- 5.1. **JB** advised that the Corporate Plan 2017-20 and Outcome Delivery Plan 2017/18 had been submitted to the Executive Office on 06 April 2017 following Board approval on 31 March 2017.
5.2. **JB** advised that he had been asked to consider consolidating the 5 outcomes to 4. It was noted that, following discussion and agreement at the 31 March 2017 Board meeting, the Commission would not consolidate outcomes to 4 due to the significant work undertaken on transgenerational issues.
5.3. **JB** advised that **JT's** requested amendments to the narrative for the Business Plan 2016/17 Quarter 4 update would be actioned on **CG's** return to the office.

ACTION: CG

- 5.4. **JT** advised that she was content with the direction of travel noting the alignment to outcomes based accountability.
5.5. **JB** advised that Executive Office Officials were unlikely to approve the plans/progress them further due to the current political uncertainty and in the absence of Ministers.
5.6. A discussion took place regarding recent requests for advice from a range of stakeholders as permitted within the Commission's statutory remit.

5.7. It was noted that a formal recording mechanism to capture advice provided to these stakeholders was required with **AMN** suggesting that this be incorporated within the Outcome Development Plan 2017/18 narrative. This approach was agreed by the Board and it was noted that advice provided would also be reflected within the Commission's Risk Register. It was also agreed to note advice provided at the next Accountability meeting on 02 May 2017.

ACTION: CG, JB

5.8. Following discussion, it was agreed to seek a meeting with the Executive Office to discuss the role of the Commission.

ACTION: SB, JB

5.9. A discussion took place regarding monitoring and implementation of the Standards. It was agreed to reflect evidence of the Commission, VSS and Groups adherence to the Standards within the Commission's key corporate documents and in the VSS quarterly reports going forward.

ACTION: CG, JB

5.10. **JT** requested that Standards and monitoring be included in the Outcome Delivery Plan 2017/18 noting the importance of the implementation phase.

5.11. **AMN** advised that monitoring of the Standards had been incorporated in 2.2 Steady State Reporting on Services. Following discussion, **JT** requested that this be expanded.

ACTION: JB, AMN

Budget Report

5.12. **JB** provided an update on the 2016/17 Resource Budget noting that the Commission were projecting a small underspend of 0.5% which would be within tolerance.

5.13. **JB** advised that the projected spend included accruals for holiday pay and the pay remit noting that figures for these were estimates.

5.14. **JB** advised that the final outturn would be kept under review.

5.15. **JT** sought clarification on any outstanding costs. **JB** advised that no further costs were expected but noted that figures in relation to the backdated rent increase were also estimates as provided by ECNI.

5.16. **JB** advised that formal confirmation of the Budget for 2017/18 had not yet been received, noting that the Commission were operating under the assumption of a 4% reduction on the opening Budget for 2016/17.

5.17. **JB** advised that confirmation of the Commission's Cashflow for the first quarter of the year had been received and noted that the Commission would remain prudent until confirmation of the Budget for 2017/18 was received.

5.18. It was noted that the VSS had also received confirmation of their Cashflow and a discussion regarding the release of VSP and INP funds followed.

5.19. A discussion took place regarding the current political position.

Update on Business Cases and Procurement

5.20. The update on Business Cases and Procurement was discussed and PPE's due for completion in the first quarter of the year were noted.

5.21. **JB** advised that he would request that the Corporate Services Manager carry out a review of policies and procedures and their review dates following her return from maternity leave.

ACTION: JB

External Audit/Annual Report and Accounts

5.22. **JB** advised that the NIAO would table their Audit Strategy at the next Audit and Risk Assurance Committee meeting on 12 April 2017. It was noted that an update would be provided as part of the Accounting Officer's update at the May 2017 Board meeting.

- 5.23. **JB** advised that Deloitte had been appointed to provide quality assurance and technical support in the preparation of the Commission's Annual Report and Accounts. It was also noted that **CG** and the Finance Assets and Premises Officer had undertaken training on financial reporting.
- 5.24. **JT** requested that recommendations made in the internal review of the preparation of the 2015/16 Annual Report and Accounts be reviewed with an update to be provided at the May 2017 Board meeting.

ACTION: JB

Internal Audit

- 5.25. It was noted that procurement for a new Internal Audit contract from 01 April 2017 had been undertaken and ASM had been reappointed.

Risk Management

- 5.26. **JB** advised that the Risk Register would be updated following **CG**'s return to the office. It was noted that it had not been possible to update key corporate documents following the previous meeting on 31 March 2017 due to leave and preparation for the current meeting. **JT** acknowledged the short turn around between meetings.
- 5.27. It was agreed that SMT would discuss timeframes for updating key corporate documents to meet requirements for the circulation of meeting papers to the Board and attendees.

ACTION: SMT

- 5.26. A discussion took place regarding the Risk Management Strategy and it was agreed that this would be reviewed and updated for the May 2017 Board meeting.

ACTION: CG, JB

Communications and Engagement Strategy including the Stakeholder Engagement Plan and Group Meetings

- 5.27. The report on engagements during March 2017 was discussed and noted.
- 5.28. It was noted that dates for a planning day for **JT**, **JB** and **TMC** with the Forum and Communications Services Provider to discuss the Communications Strategy and Engagement Plans had been sent to **TMC** for consideration.

ACTION: TMC

- 5.29. **AMN** advised that an interview with victims advocates regarding legacy issues had aired on 08 April 2017 and it was noted that the Communications Officer was seeking a transcript.

Website and Social Media

- 5.30. The Activity Statistics report was discussed and noted.

Forum

- 5.31. It was noted that SMT had agreed to move to an annual business case for the Forum therefore there would be no requirement for a full departmental business case.
- 5.32. It was noted that the Commissioner made 13 new appointments to the Victims and Survivors Forum on 24 March 2017.
- 5.33. A Media Launch took place on 30 March 2017 and it was noted that a robust induction process was under development and would take place on 25-26 April 2017
- 5.34. It was noted that the next meeting of the Forum would be at the residential on 25-26 April 2017.

- 5.35. It was noted that **TMC** was progressing a benchmarking exercise to scope costs/Budgets for projects similar to the Forum.

Audit and Risk Assurance Committee

- 5.36. It was noted that the next Audit and Risk Assurance Committee meeting would take place on 12 April 2017.
- 5.37. As per notes at 5.20, **JB** advised that the Audit Strategy would be discussed at the meeting on 12 April 2017 and the Board would be updated as part of the Accounting Officer's update at the next Board meeting.
- 5.38. A discussion took place regarding the Standards and compliance. It was agreed that **JT** would raise this with the Chair of the Audit and Risk Assurance Committee at their next meeting on 12 April 2017.

ACTION: JT

- 5.39. Requests from a member of the Audit and Risk Assurance Committee were discussed. **JB** advised that he had asked **CG** to seek advice from the Executive Office and a response was awaited. It was agreed to update the Chair of the Audit and Risk Assurance Committee.

ACTION: JT

Staffing

- 5.40. It was noted that the Commission currently had 1 vacancy. This would increase to 2 during April 2017 following the resignation of the Head of Policy and Research.
- 5.41. **JB** noted his concern regarding staffing levels and the potential impact on the delivery of the Corporate Plan 2017-20 and Outcome Delivery Plan 2017/18.
- 5.42. A discussion took place regarding Maternity cover for the Personal Secretary with **JB** highlighting the importance of adequate cover for the critical role.
- 5.43. A discussion took place regarding overall staffing. **JT** noted that resource issues may need to be reflected in the Corporate Plan 2017-20 and Outcome Delivery Plan 2017/18.
- 5.44. **JB** advised that he would progress a review of staff job descriptions following receipt of the review teams report and recommendations.
- 5.45. **AMN** provided an update on plans for PEACE IV including the introductory seminar, noting his concern regarding the capacity of a reduced team to adequately facilitate such events.
- 5.46. **AMN** provided advice on the structure of the seminar to manage risks and obtain structured feedback and also provided advice on consultation.

Review of the Commission

- 5.47. It was noted that follow up meetings for **JB** and **JT** with the review team would take place on 13 and 24 April 2017 respectively.

Independent Advice on Organisational Capability and Capacity

- 5.48. **JB** advised that the report on Organisational Capability and Capacity had been received and that recommendations were being progressed by SMT.

Freedom of Information

- 5.49. No FOI requests were received in the last month.

Complaints

- 5.62. No complaints were received in the last month.

Gifts & Hospitality

- 5.63. It was noted that no exceptional gifts or hospitality were received or provided.

5.64. **JB** advised that registers to January 2017 were available on the Commission's website.

Fraud

5.50. There were no instances of Fraud reported during the last month.

6. AOB

6.1. **JT** noted that **AMN** would leave the Commission on 13 April 2017 and thanked him for his work since taking up post. **JT** highlighted key achievements and noted that **AMN** would be missed by all staff at the Commission.

NAME: **Judith Thompson**

SIGNED:

A handwritten signature in black ink, appearing to read 'Judith R', is written over a light grey rectangular background.

DATE: 09/05/17