

Request draft Review of the Commission Report be made available

- 4.4. It was noted a meeting to confirm sign off of the Final Report by all parties was to take place on 2 October 2017. A document confirming the CVS amendments to the Draft Report are included in the Final Report was to be drafted by Friday 15 September 2017.

ACTION – CG

- 4.5. To be returned to next Board to confirm sign off, and mechanism for monitoring recommendations to be included in AO Update.

ACTION – JB

- 4.6. Final Draft report to be forwarded to ARAC and NIAO once signed off.

ACTION - CG

Finalise Forum Business Case

- 4.7. **JB** advised that TEO had reviewed and provided comment on the Business Case. Their comments were currently under review and it was intended that a final draft would be returned to TEO for approval. It was agreed that contingency plans to cover Forum expenditure in the interim between Business Cases should be agreed, in the event that the Business Case was not approved before end September.

ACTION – CG

- 4.8. The Commissioner thanked all staff involved in drafting and preparing the Forum Business Case.

5. Accounting Officer's Update

Performance Report

- 5.1. The Outcome Delivery Plan 2017/18 (with progress update at end of Qtr 1) was noted.
- 5.2. A discussion took place regarding **Key Action 1.4. Commission contributes to developing new Mental Health Trauma Service**. It was agreed that in order to accurately reflect the Commissions concerns, action already undertaken, and intended mitigating actions, the RAG status would be amended to Amber.

ACTION – LL

- 5.3. The Commissioner also requested continued review of the Measurements column in the ODP, reiterating the need for accuracy and how this column should add value to the work to be undertaken.

ACTION - SMT

- 5.4. It was agreed updates for Quarter 2 would be reviewed at the next SMT meeting on 18 September 2017.

ACTION – SMT

- 5.5. It was noted the Corporate Plan and the Outcome Delivery Plan had been submitted to TEO on 11 August 2017 with a request for review at Departmental Board.

Budget Report

- 5.6. **CG** presented an update on the 2017/18 Resource Budget Report, noting upcoming expenditure in Quarter 3. He emphasised the need to consider timelines for expenditure on certain projects, such as the Annual Conference and the Forum.

- 5.7. It was agreed that **CG** would present a paper to Board and ARAC, detailing the Finance and Governance arrangements for the PEACE IV Research Projects.

ACTION – CG

- 5.8. It was noted that the PEACE IV Research Projects would appear as a separate item on all relevant agenda and reports.

Update on Business Cases and Procurement

- 5.9. The update on Business Cases, Procurement and Post Project Evaluations was noted.

Internal Audit

- 5.10. It was noted that the Internal Audit Strategy for 2017-19 was approved on 8 August 2017. **CG** advised that ASM was scheduled to undertake an IA review of Financial Controls during the week commencing 25 September 2017 with a review of Compliance with Standards taking place the week commencing 13 November 2017.
- 5.11. **CG** noted that NIAO had advised that the Letter to those Charged with Governance would be a week later than scheduled, but should be expected by Friday 22 September 2017. The preparation of the Annual Report and Accounts and the RttCwG was still on target for presentation to the ARAC meeting on 12 October 2017.
- 5.12. The update on Audit Recommendations was noted.

Risk Management

- 5.13. The Commission's Corporate Risk Register contained 7 medium rated risks with amber status and 1 low rated risk with green status.
- 5.14. Discussion took place regarding the Risk Register, which included updates as at end of Quarter 2 for discussion.
- 5.15. It was agreed, in light of mitigating actions and ongoing activity, to change the following RAG status;
- CR 3 from Amber to Green
 - CR4 from Amber to Green
 - CR6 from Amber to Green (and to amend Target from Amber to Green)
- 5.16. It was agreed that the other Corporate Risks would remain as they were, however, all risks would be monitored, and mitigating actions noted. The Risk Register would be reviewed and updated quarterly as required.

Communications and Engagement

Communications Strategy

- 5.17. **JB** provided an overview of the content and structure of the Communications Strategy. The Commissioner requested amendments to the document. The Board approved the Communications Strategy subject to the amendments.

ACTION – LL

- 5.18. The Commissioner thanked all staff involved in drafting and preparing the Communications Strategy.
- 5.19. Final draft to be sent to Communications service provider for discussion at next quarterly meeting.

ACTION - TMC

Website and Social Media

- 5.20. The activity statistics for August were noted. **TMC** noted the importance of using Facebook and advised that the Communications and Engagement Team would be moving to creating blogs about the Forum for posting on social media accounts and the website. It was noted that social media should be updated as much as possible after all external engagements.

Forum

- 5.21. The next Forum meeting was scheduled to take place on 14 September 2017.

Proposal re Engagement with the Sector

- 5.22. **NF** presented a paper considering options for engaging with the sector, including an Annual Conference as the preferred option.
- 5.23. It was agreed to engage a Conference Working Group, with Forum participation and to begin work on risk assessments and a Business Case to consider options for the following;
- Pre-conference Seminar in November 2017
 - Theme for the Conference – Good Friday Agreement, Looking Back, to Look Forward (working title)
 - Conference to take place in Belfast (venue TBC) in the third week in January (time TBC).
- 5.24. An update would be provided at the next Board Meeting

ACTION - LL

Other issues to note

Review of the Commission

- 5.25. As per 4.4.

Audit and Risk Assurance Committee

- 5.26. The next meeting of the ARAC was scheduled for 12 October 2017.

Update on Co-Design Process

- 5.27. **JT** and **JB** attended the latest Co-Design meeting on Wednesday 30 August 2017.

Freedom of Information

- 5.28. No FOI requests received in the last quarter.

Complaints

- 5.29. No complaints received in the last month.

Gifts & Hospitality

- 5.30. There had been no exceptional gifts or hospitality received or provided in last quarter.

Fraud

- 5.31. There had been no reported instances of fraud during the last month.

Staffing

- 5.32. The Commission had two vacancies, Communications and Engagement Officer (SO) and Head of Research and Policy Development (DP).
- 5.33. HRConnect were engaged to undertake both recruitment processes.
- 5.34. Head of Research and Policy Development – Interviews took place on 5 & 6 September 2017 and the successful candidate had been notified. Issues and concerns identified regarding HRConnect during the competition would be noted in the evaluation form.
- 5.35. The Evaluation Grading for the Post of Communications and Engagement Officer was confirmed at SO level. The post was advertised on 28 August 2017 and applications would close on 15 September 2017. The panel consisted of John Beggs (Chair), Tina McCann and Craig Gartley.
- 5.36. Staffing structure and job descriptions for all posts were under review by Secretary to the Commission following a recommendation from the CIPFA review.

6. PEACE IV Projects

- 6.1. **NF** provided an update regarding the establishment of the management structure of the projects. He noted that two working groups had been formed and tender documents were being drafted, whilst one working group was still to be established.
- 6.2. It was noted that the Letter of Offer from VSS had been received and signed, and that the only expenditure in 2017/18 would be regarding the CPD procurement process.
- 6.3. **NF** advised a meeting with VSS to discuss the Finance and Governance arrangements of the PEACE IV projects was arranged for Friday 15 September 2017.
- 6.4. Written updates including 'Highlight' Report and finance update on PEACE IV Projects to be brought to future Board Meetings.

ACTION – NF

7. AOB

- 7.1. There was no AOB.

NAME: **Judith Thompson**

SIGNED: 

DATE: 17 October 2017