



## **BOARD MEETING**

### **12 December 2017 @ 10am**

#### **PRESENT:**

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

#### **IN ATTENDANCE:**

John Beggs ( <b>JB</b> )	Secretary to the Commission
Tina McCann ( <b>TMC</b> )	Head of Communications and Engagement
Patricia Stewart ( <b>PS</b> )	Head of Research and Policy Development
Craig Gartley ( <b>CG</b> )	Head of Corporate Services
Marie Neill ( <b>MN</b> ) - minutes	

### **1. Introduction and Apologies**

1.1. None

### **2. Declaration of Interests**

2.1. All attendees confirmed they had no conflicts of interest.

### **3. Minutes of the Previous Meeting**

3.1. The minutes of the meeting on 16 November 2017 were approved.

### **4. Action notes**

#### **Prepare paper re possible seminar on Memorialisation**

4.1. See Agenda item 7

#### **Review legal advice re publication of Commission documents**

4.2. It was noted that **JB** would contact to TEO for further clarification around the publication of factual information contained in the appendices to the report of the External Review of the Commission.

#### **ACTION - JB**

#### **Outcome Delivery Plan**

4.3. It was noted that the Corporate Plan and Outcome Delivery Plan had been updated in view of comments received from TEO. **JB** stated that work would now commence on the new Corporate Plan 2018-21 and Outcome Delivery Plan 2018-19 to meet MSFM requirements for submission in January 2018

## **ACTION – JB**

### **4.4 Update on procurement of new Communications service provider**

See Accounting Officer update.

### **Progress Storyboard Project as a priority**

- 4.5. It was noted that TMC would prepare a presentation on regarding the storyboard for the website content for a future board meeting.

## **ACTION - TMC**

### **Feedback on GDPR**

- 4.6. It was noted that **PS/LL/TMC** would attend a training session in January 2018. **CG** advised that an on-site evaluation would be carried out to review current retention schedules and MoU's and the evaluation report would be presented at the Board meeting in February or March to allow sufficient time for any recommendations to be implemented.

## **ACTION – CG**

- 4.7. **JB** requested the Risk Register be updated for end of Q3 until the GDPR review is complete and recommendations implemented.

## **ACTION: CG**

### **4.8. Updated Complaints policy for Forum**

It was noted that **TMC** would present the updated Forum Handbook at the Board meeting in January 2018.

## **ACTION - TMC**

### **4.9. Progress review of job descriptions**

See Accounting Officer update.

### **4.10. Share Unacceptable Behaviour Policy with JT & CG**

It was noted that changes to draft policy were to be reviewed by **JB** who would meet with **PM** to finalise for presentation at the Board meeting in January 2018.

## **ACTION – JB/PM**

## **5. Accounting Officer's Update**

### **Performance Report**

- 5.1. It was noted that the Corporate Plan 2017-20 and Outcome Delivery Plan 2017/18 would be updated for Q3 and presented at the Board meeting in January 2018.

## **ACTION – JB/SMT**

### **Budget Report**

- 5.2. The 2017/18 Resource Budget Report, highlighting spend to end of November 2017, was noted.

- 5.3. **CG** provided an overview of the budget, which included an allowance for the rent increase, holiday pay and other accruals. **JB** and **CG** would continue to monitor the budget and there were no major concerns of an underspend at year end.
- 5.4. **TMC** advised that the Commission were currently experiencing difficulty with the media monitoring service provider and the Communications and Engagement Team were taking steps in order to address this.
- 5.5. **CG** highlighted the key areas for concern were the Annual Conference and the Communications and Engagement contract.

#### **Update on Business Cases and Procurement**

- 5.6. The update on Business Cases, Procurement and Post Project Evaluations was noted. Following review of the Communications and Media Engagement contract **JB** advised of the need to extend the contract value to cover the period February-March 2018. Approval for extension of business case to be sought from TEO until March 2018.

#### **ACTION – JB**

- 5.7. It was noted that a business case for the new communications contract was under review in order to e-tender with a view to having a new contract in place for 1 April 2018.
- 5.8. **JT** highlighted the importance of the process and approval in relation to the Communications and Media Engagement contract and the need to have the external service in place.
- 5.9. **CG** noted the need for a reduced contract value to reflect lessons learnt and also expected budget reductions. **JT** highlighted the complexity of this work and the need for appropriate provision within the programme budget.
- 5.10. It was noted that a PPE of the current contract would assist in developing tender documentation for future contracts.

#### **Internal Audit**

- 5.11. **CG** advised that draft report for the review of Compliance with Standards is awaited and would be presented at ARAC and Board meeting in January 2018.

#### **Risk Management**

- 5.12. The Risk Register to end of Quarter 2 was noted and will be reviewed and updated for the end of Q3. The Commission's Corporate Risk Register contained 4 medium rated risks with amber status and 4 low rated risk with green status.
- 5.13. A discussion took place around the monitoring and evaluation arrangements of the VSS. **PS** advised that the first report had been received but further work to be done which should show an improvement in the next quarter.
- 5.14. It was agreed that a draft Quarterly Report as per the new MOU with VSS would be presented at the next Board meeting in January 2018.

#### **ACTION: TMC/PS**

#### **Communications and Engagement Website and Social Media**

- 5.15. The activity statistics for November 2017 were noted which indicated that social media attention was increasing.
- 5.16. The high level of activity and resulting coverage in November was noted.

- 5.17. The importance of visual information and the use of images in order to raise the Commission's profile was noted.

### **Forum**

- 5.18. The Forum met with political party representatives on 21 and 29 November and a Forum Meeting was held on 7 December.
- 5.19. The next Forum meeting was scheduled to take place on 26 January 2018.

### **Update on Annual Conference**

- 5.20. A discussion took place and it was agreed that due to the uncertainty and timing of the Legacy Consultation the conference would be put on hold and the budget set aside for alternative options which are to be discussed and scoped further with SMT.

### **ACTION – TMC/PM/PS**

- 5.21. **TMC** presented a draft Engagement Report from the Engagement Database and it was agreed that going forward the report would be tailored and condensed for the purpose of reporting to the Board.

### **ACTION – TMC**

- 5.22. It was noted that the Communications Strategy had been approved subject to annex 5 being updated and circulated. It was agreed to share final Strategy with TEO.

### **ACTION - TMC**

### **Other issues to note**

### **Review of the Commission - Recommendations**

- 5.23. **JT** noted that a request had been received from a forum member to obtain a copy of minutes from forum meetings and it was agreed that 'Board Style' minutes should be taken going forward.

### **ACTION - TMC**

- 5.24. **JB** noted that all recommendations were on target to be achieved by the end of March 2018.
- 5.25. Recommendations to be monitored at SMT, Board and ARAC meetings.

### **ACTION - JB**

### **Audit and Risk Assurance Committee**

- 5.26. The next meeting of the ARAC was scheduled to take place on Thursday 25 January 2018.

### **Update on VSS Management Information Systems**

- 5.27. See 5.20

### **Freedom of Information**

- 5.28. No FOI requests had been received in the last month.

### **Complaints**

- 5.29. No complaints had been received in the last month.

### **Gifts & Hospitality**

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

#### **Fraud**

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

#### **Staffing**

5.32. Review of staffing structure and job descriptions for all posts by Secretary to the Commission has been completed following a recommendation from the CIPFA review.

5.33. Following advice from ECNI it was agreed that advice may need to be sought from NIPSA before 1-2-1 meetings with staff to obtain feedback. The process stages are outlined in an SMT paper.

#### **ACTION - SMT**

### **6. Peace IV Research Projects**

6.1. The paper on Peace IV Governance arrangements and reporting was discussed. It was noted that **CG** and **PS** met with the VSS Corporate Services Team to in order to discuss the process for submissions and drawdowns.

6.2. **JB** confirmed that three points of clarification were sought on the Partnership Agreement and VSS had responded. Further amendments had been made to the Partnership Agreement by VSS and he would follow up to ensure that a signed copy was received.

#### **ACTION – JB/CG**

6.3. **PS** provided an update on the Peace IV research projects.

6.4. It was noted that due to the tender documentation not being published until 19 December it would be advantageous to delay publication of tender documentation until 2 January 2018 to allow for wider dissemination.

#### **ACTION – PS**

6.5. A discussion took place around the timing of drawdowns and cash flows and potential audit issues. It was agreed that **JB** and **CG** would meet TEO and further develop a governance paper for presentation at Board and ARAC in January 2018

#### **ACTION – JB/CG**

### **7. Seminar on Memorialisation**

7.1. **PS** presented an options paper for a policy seminar on memorialisation. Following a discussion it was agreed that it would be beneficial to meet with Commission on Flags, Identity, Culture and Tradition and to proceed with Option 3 as a scoping seminar which would inform the need or not for a policy position.

#### **ACTION – PS**

### **8. AOB**

8.1. It was noted that the pay remit for 2016/17 had been approved by TEO and would be processed in December salary.

8.2. It was noted that relevant staff had attended training session for Project Management Guidance and the Commission's policy had been reviewed and updated as recommended by internal audit.

NAME: **Judith Thompson**

SIGNED:

A handwritten signature in black ink, appearing to read "Judith Thompson", written over a light grey rectangular background.

DATE: 1 February 2018