



## **BOARD MEETING**

### **14 March 2018 @ 10.00am**

#### **PRESENT:**

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

#### **IN ATTENDANCE:**

John Beggs (**JB**)                                      Secretary to the Commission  
Patricia Stewart (**PS**)                                Head of Research and Policy Development  
Craig Gartley (**CG**)                                 Head of Corporate Services  
Tina McCann (**TMC**)                                 Head of Communications and Engagement  
Marie Neill (**MN**) - 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 1 February 2018 were approved.

### **4. Action notes**

4.1. AP1 - Contact TEO for further clarification around publication of factual information contained in appendices to BCS review – **JB** to follow up at quarterly meeting with TEO.

#### **ACTION - JB**

4.2. AP2 - Seek approval from TEO for extension to business case for C&E provider - **COMPLETE**

4.3. AP3 - Progress Storyboard Project as a priority – C&E Team have commenced re-design. Timeframe for completion to be updated due to year-end priorities.

#### **ACTION - TMC**

4.4. AP4 - Review draft Engagement Report and tailor/condense for reporting to Board – new report format included in C&E Update - **COMPLETE**

4.5. AP5 - Update Corporate Plan 17/20 and OPD 17/18 for Q3 – **COMPLETE**

4.6. AP6 – Develop governance paper re drawdowns for PIV – **CG** met with SEPUB and awaiting further information on workflow from TEO. **JB** to follow up at quarterly meeting with TEO. Governance paper to be developed for next board meeting.

#### **ACTION: JB/CG**

4.7. AP7 – Attendance of NICCY at next BFF Working Group Meeting – **PS** to get meeting date arranged for April.

**ACTION: PS**

4.8. AP8 – Follow up written concerns re Standards from VSS – **PS** to follow up, awaiting job descriptions from VSS.

**ACTION: PS**

4.9. AP9 – Engage with NISCC - Ongoing

**ACTION – PS**

4.10. AP10 – Develop visual representation ‘map’ of Standards – In progress.

**ACTION: PS**

4.11. AP11 – Amend Key Action 5.1 to amber/green - **COMPLETE**

4.12. AP12 - Circulate Corporate Plan 2018-21 & Outcome Delivery Plan 2018/19 to Forum and Panel – to be tabled at next Forum meeting on 21 March 2018.

**ACTION: TMC**

4.13. AP13 – Draft Corporate Plan 2018-21 & Outcome Delivery Plan 2018/19 at next Board meeting - **COMPLETE**

4.14. AP14 – Progress procurement for Pastoral Support for 2018/19 –**ONGOING**

**ACTION: CG**

4.15. AP15 – Arrange Board level training re GDPR for **JT, JB** and ARAC Chair –training arranged to take place before end of March 2018 - **COMPLETE**

4.16. AP16 – Engage with CAB & Advice NI re Welfare Reform – ongoing as part of ODP discussion.

4.17. AP17 – Submit evidence re DLA to PIP transition to DfC - **COMPLETE**

4.18. AP18 – Update Introduction of Forum Handbook - **COMPLETE**

4.19. AP19 - Issue Forum Handbook to Forum – VSF User Guide distributed to VSF members 7 February 2018 – **COMPLETE**

4.20. AP20 – Arrange planning/induction training for Forum based on Forum Handbook – C&EO delivered presentation to VSF at meeting on 23 February 2018 – **COMPLETE**

4.21. AP21 – Amend Recommendation 6 from Review of the Commission to ongoing – **COMPLETE**

4.22. AP22 – Confirm Co-Design minutes and draft summary documents of Quarterly Reports are policy under development and do not impinge on Communication Strategy duties.

**ACTION: PS**

4.23. Engage with SEUPB re potential DACs – Re-tendering process for Advocacy Research project has commenced with CPD therefore no DAC required.

**COMPLETE**

4.24. Amend Unacceptable Behaviour Policy as required, then publish as it is approved - **COMPLETE**

## **5. Accounting Officer’s Update**

### **Performance Report**

5.1. **JB** provided an overview of the Outcome Delivery Plan 2017/18 which would be updated for Quarter 4 and presented at the next Board meeting. Discussion took place regarding the amber Key Actions. **JT** asked that future Research Update reports for Board include the

work on the NISRA Omnibus survey and Legacy issues. **JT** also requested a press release be drafted in preparation for the anniversary of the Good Friday Agreement.

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

- 5.2. Discussion took place regarding Key Action 1.4 - Commission contributes to developing new Mental Health Trauma Service and it was agreed that the RAG status remain amber due to the ongoing developments with voluntary sector and meetings/events.
- 5.3. Discussion took place regarding Corporate outcome 2 – Forum Contribution. **TMC** suggested the Forum Advice paper to Commissioner on Welfare Reform issues be taken forward as plenary session rather than working groups. **JT** queried if this activity was more relevant to key action 2.2 and **PS** is to seek meeting with Department for Communities (DfC) in order to prepare a response.

#### **ACTION – PS**

- 5.4. Discussion took place regarding Key Action 3.5 – Advocacy Research Project. It was agreed that **JT** and **JB** would discuss options on way forward at the quarterly meeting with TEO later today

#### **ACTION – JT/JB**

- 5.5. It was noted by **CG** that all RAG status under Corporate Outcome 6 would be green by end of quarter 4.
- 5.6. It was noted that drafts of the Corporate Plan 2018-20 and Outcome Delivery Plan 2018/19 would be presented to the Forum and the Panel for consultation and feedback. Deadline of 31 March 2018 for submission to TEO was also noted. **JB** to send draft documents to VSS.

#### **ACTION – C&E TEAM/JB**

- 5.7. It was noted that the Corporate Plan 2018-20 and Outcome Delivery Plan 2017/18 had been approved by Mark Browne TEO.

#### **Budget Report**

- 5.7.1. It was noted that an exceptional SMT meeting was held on 7 March 2018 in order to discuss budgetary requirements to end of March 2018 and ensure any potential underspend is within tolerance limit. **CG** presented the 2017/18 Resource Budget Report highlighting spend to end of February 2018. It was noted that due to the Forum residential being cancelled as a result severe weather conditions, there would be a potential underspend in the Forum budget at the end of this financial year.
- 5.8. Discussion took place as to possible re-allocation of programme spend to capital. This would allow the Commission to follow the policy of reviewing ICT systems and equipment on a four year cycle, with the last review being January 2014. It was agreed that a business case would be drafted for consideration by the Accounting Officer so that he could liaise with TEO.

#### **ACTION – CG/JB**

- 5.9. Discussion took place as to possibility of seeking external support in conducting an interim review of the Victims and Survivors Forum which was replenished in 2016 and has been operating with a new membership of 23 since April 2017. It was agreed that **JB** would scope further and report back.
- 5.10. It was noted that arrangements had been put in place to have work station assessments carried out and review any recommendations.
- 5.11. **JB** asked **CG** to take forward printing and publication of the Mid-Term Review of the Strategy.

## **ACTION: CG**

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

- 5.12. The update on Business Cases, Procurement and Post Project Evaluations was noted.
- 5.13. **JB** advised that the tender for external Communications support services until March 2019 was live, with a closing date of 23 March 2018.

### **Internal Audit**

- 5.14. The update on Audit Recommendations was noted.
- 5.15. **CG** advised that a close out meeting for the draft report of the Review of compliance with aspects of the Standards for Services provided to Victims and Survivors and compliance with the Memorandum of Understanding (“MoU”) between CVSNI and VSS was scheduled to take place on 20 March 2018.
- 5.16. **CG** advised that the review on Standards would be tabled at the ARAC meeting on 12 April 2018.

### **Risk Management**

- 5.17. The Risk Register to end of Quarter 3 was noted.
- 5.18. It was noted that Risk Management Training for all staff to take place on 27 March 2018.
- 5.19. It was noted that Board level training regarding GDPR for the Commissioner, the Chair of the ARAC and **JB** would take place on 27 March 2018

### **Communications and Engagement**

#### **Website and Social Media**

- 5.20. **JT** noted the work of the Communications and Engagement Officer in preparing a high level strategic report, which would be used for Board and other reporting and provide a more diagnostic view of the outcomes and allow for a higher level of analysis.
- 5.21. It was agreed to schedule time in the diary for the Commissioner and Communications and Engagement Team to discuss next stages of development.

## **ACTION: MN**

### **Forum**

- 5.22. It was noted that an Exceptional Forum Meeting had taken place on 12 March 2018, and the next meeting would take place on 21 March 2018.
- 5.23. It was noted that arrangements were in place to take forward the possibility of an early residential in 2018/19

### **Other issues to note**

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

- 5.24. The Recommendations paper was noted.

#### **Update on Co-Design Process**

- 5.25. **JT** and **JB** were due to attend the latest Co-Design meeting on 14 March 2018.

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

5.26. It was noted that data was being received and that it was under review. It had previously been agreed to continue to review and monitor the data to ensure the quality and quantity increases each quarter. If required, the Commission could then take steps to ensure that its requirements, in terms of the data required for monitoring and evaluation, are understood, and would be met.

### **Freedom of Information**

5.27. One FOI request was received in the last quarter.

### **Complaints**

5.28. No complaints had been received in February 2018. One complaint had been received in January 2018, and Stage 1 had been completed.

5.29. It was noted that the Commission's External Complaints policy was to be reviewed and updated in line with the VSS policy.

### **ACTION: JB/CG**

### **Gifts & Hospitality**

5.30. There were no exceptional gifts or hospitality received or provided in last quarter.

### **Fraud**

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

### **Staffing**

5.32. The staffing structure and job descriptions for all posts were under review by the Secretary to the Commission and SMT.

### **Equality and Good Relations Update**

5.33. There was no update to the 5 year review of the Equality Scheme being reviewed by the Corporate Services Team and the Equality and Good Relations service provider.

### **DAO received**

5.34. PPN 03/17–Changes to Data Protection Legislation and General Data Protection Regulations was noted.

5.35. PGN 01/18 – Actions Required to Contracts as a result of General Data Protection Regulations was noted.

5.36. It was noted that the Management Statement and Financial Memorandum had been reviewed and no further changes required.

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

6.9. **PS** advised that contracts had been awarded for two projects and project initiation meetings would take place in the coming weeks.

6.10. One of the Research Projects had not received any tenders and options to progress the contract for this project were under consideration.

## 7. AOB

7.1. None

NAME: **Judith Thompson**

SIGNED:

A handwritten signature in black ink, appearing to read 'Judith', followed by a large, stylized initial 'R'.

DATE: 17 April 2018