



BOARD MEETING

28 January 2020 @ 2.00PM

PRESENT:

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

IN ATTENDANCE:

Andrew Sloan (AS)	Chief Executive Officer
Peter Mann (PM)	Acting Head of Research and Policy Development
Stephen Moore (SM)	Temporary Head of Corporate Services
Alana Fisher (AF)	Communications and Engagement Officer
Nicky Cahill (NC)	Temporary Communications and Engagement Officer

Marie Neill (**MN**) - minutes

1. Introduction and Apologies

1.1 **JT** welcomed everyone to the meeting.

2. Declaration of Interests

2.1. All attendees noted they had no conflicts of interest. It was noted that the Suppliers List would be updated to include all suppliers for previous 6 months.

3. Minutes of the Previous Meeting

3.1. The minutes of the meeting on 29 November 2019 were agreed.

4. Action Notes

4.1. *AP1 – Seek advice re publishing quarterly review reports on Monitoring & Evaluation on CVS website* – It was agreed to proceed with publication of reports on CVS website.

ACTION - AF

4.2 *AP2 – Provide link on CVS website to John Hewitt International Summer School article* – It was noted that this action was complete.

4.4. *AP4 – Contact Ciaran Mulholland to obtain final report re psychological element of VASPA advice* – It was noted that a draft paper had been received and submission of final report was awaited.

ACTION - AS

4.5. *AP5 – Finalise Communications Plan for Forum Replenishment* – It was noted that the plan was in progress.

ACTION – NC

- 4.10. *AP6 – Update 2.5 and 2.6 on ODP to reflect current position on policy advice for VSS programme funding and extension to Victims and Survivors Strategy* – It was noted that this action was complete.
- 4.11. *AP7 – Contact NISRA Statistician for assistance with accessing data from Health Trusts* – It was noted that this action was ongoing.
- 4.12. *AP9 – Establish if any alternative to having NLA media access licence* – It was noted that there was no alternative and this action was complete.
- 4.13. *AP10 – Provide summary of board, SMT and staff of Register of Interest declared and date of declaration* – It was noted that this was discussed during item 2 on agenda.
- 4.14. *AP20 – Share Recruitment & Reorganisation Project Plan with all staff* – It was agreed that **AS** would provide an update to all staff including agency re progress of reorganizational review.

ACTION - AS

- 4.15. *AP21 – Commence recruitment for Personal Secretary vacancy and take forward JEGS process as a priority* – It was noted that recruitment for Personal Secretary and Head of Corporate Services was being progressed through HR Connect and JEGS paperwork was being drafted for submission to NICS HR.

ACTION - AS

- 4.16. *AP22 – Note recommendation from Board Effectiveness review for ARAC to provide report to Board* – It was noted that a process would be agreed at next ARAC meeting and taken forward.

ACTION – AS & SM

5. Research and Policy Development

Research

Update on Research projects funded by Peace IV

- 5.1. The Highlight Report was noted.
- 5.2. **JT** thanked **PM** and **NF** for their efforts and input in bringing satisfactory and significant findings from the Trauma Resource Centre in order to facilitate accessing the data from Belfast Health & Social Care Trust.

Policy

Update on Policy Advice re the Victims and Survivors Strategy 2009-2019

- 5.3. It was noted that a presentation had been delivered to Co-Design partners on 13 January 2020.
- 5.4. It was noted that a survey was being drafted and when approved this would be shared with Co-Design partners.

Update on Monitoring and Evaluation (VSS)

- 5.5. It was noted that the last trilateral meeting took place on 3 December 2019.
- 5.6. **PM** advised that the January to March 2019 and April to June 2019 reports had been shared with VSS for accuracy checking.
- 5.7. It was noted that RPD were currently drafted the July to August 2019 Quarterly Review Report.

Update on Monitoring of Standards

- 5.8. It was noted that CVS and VSS had engaged regarding agreeing standards for Health & Wellbeing Case Managers. On completion of review a date for the next meeting of the working group would be arranged.
- 5.9. It was noted that the schedule for standards reporting data had been issued to **AS** for review.
- 5.10. **PM** advised that the Commission had responded to the Department of Justice consultation on Sentencing Review on 9 January 2020.
- 5.11. It was noted that CVS would respond to the current consultation relating to the development of the PEACE PLUS programme which will close on 25 February 2020.

Update on VASPA Advice

- 5.12. It was noted that a final research report from Dr Ciaran Mulholland in respect of the psychological element of the project was expected to be received in the near future.

6. Communications and Engagement Team Update

- 6.1. The Communications and Engagement Team updated report for December activity was noted.
- 6.2. It was noted that VASPA updates would be issued to all relevant individuals on CVS database when draft wording agreed.

ACTION - AF

- 6.3. It was noted that a venue was still to be confirmed for the Forum residential in February.
- 6.4. It was noted that that the CVS website content was under review.
- 6.5. **NC** provided an update on the Forum Replenishment exercise and it was agreed that a project plan would be shared at the next Board meeting.

ACTION - NC

7. Accounting Officer Update

Annual Report and Accounts 2018/19

- 7.1. **AS** advised that the Annual Report and Accounts 2018/19 had been certified by NIAO, laid at NI Assembly and published on the CVS website.
- 7.2. The final Report to Those Charged with Governance was noted. **AS** highlighted that a priority 2 recommendation in the draft had been raised to priority 1.

Monthly Management Accounts

- 7.3. The Management Accounts for December 2019 were noted which were currently showing an estimated underspend of £15k.
- 7.4. It was noted that the surplus forecast could be utilised in the Forum Replenishment exercise.

Risk Management

- 7.5. The Commission's Corporate Risk Register containing 1 medium rated risk with amber status and 1 high rated risk with red status was noted.

7.6. It was noted that the Corporate and Team Risk Registers would be reviewed and updated due to return of NI Assembly.

ACTION – SM/NF/PM/AF

Freedom of Information

7.7. No FOI requests had been received since the last meeting.

Complaints

7.8. No complaints had been received since the last meeting.

Subject Access Requests

7.9. No SAR had been received since the last meeting.

Gifts & Hospitality

7.10. Gifts and Hospitality for each quarter were reviewed and made available on the Commission's website.

7.11. There had been no exceptional gifts or hospitality received or provided since the last meeting.

Fraud

7.12. There had been no reported instances of fraud since the last meeting.

Data Breaches

7.13. There had been no data breaches reported since the last meeting.

Guidance Received

7.14. There had been no guidance received since the last meeting.

8. Corporate Services Update

Outcome Delivery Plan 2019/20

8.1. The Outcome Delivery Plan was noted.

Update on Business Cases and Procurement

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

8.3. The updated Contracts Register was noted.

Audit

8.4. The paper on the implementation of audit recommendations was noted.

Policies under Review

8.5. The policy review schedule was noted.

Equality & Disability Action Plan

8.11. It was noted that the public consultation on the Commission's Equality & Disability Action Plan had been completed with nothing substantial to report. These would be published on the CVS website and submitted to ECNI.

ACTION - MN

Audit and Risk Assurance Committee

8.12. It was noted the next meeting of ARAC would take place on 4 February 2020.

Recruitment and Reorganisation Project

8.13. The Recruitment and Reorganisation project plan was noted. .

9. AOB

9.1. None

Judith Thompson

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6/4/20