



BOARD MEETING

3 June 2020 @ 1.30PM

PRESENT:

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

IN ATTENDANCE:

Andrew Sloan (AS)	Chief Executive Officer
Neil Foster (NF)	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 Forum Replenishment Project 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.

3. Minutes of the Previous Meeting

3.1. It was noted that the minutes of the meeting on 21 April 2020 were to be amended at 5.4.to insert the correct month for submission of interim reports.

ACTION - MN

4. Action Notes

- 4.1. *AP1 – Check if TEO made contact with Ciaran Mulholland to obtain final report re psychological element of VASPA advice – It was noted that this action was now complete.*
- 4.2. *AP2 – Contact HR Connect re possibility of progressing recruitment for Executive PA & Head of Finance & Corporate Affairs during Covid-19 period– It was noted that HR connect advice had been received and was under consideration by CVS.*
- 4.3. *AP3 – Submit JEGs questionnaires to NICS Grading Unit for consideration (G7 & DP posts)/send JD for DP post to NF and PM – It was noted that the G7 JEG had been submitted and agreed by NICS Grading Unit. The JEG for DP post was drafted for review and would be submitted as soon as possible.*

ACTION - AS

- 4.4. *AP4 – Contact NIAO to obtain timetable for audit of 2019/20 Annual Report & Accounts – It was noted that this action was now complete as NIAO had advised an audit strategy would be available for the next ARAC meeting.*

ACTION - SM

- 4.4. *AP7 – Update Recruitment and Reorganisation project plan re Covid-19 and implications on timeframe – It was noted that this action was complete and the project plan would continue to be monitored and updated as necessary.*
- 4.5. *AP8 – CVS to formally write to TEO, SEUPB and VSS in order to provide the project board with an update on project plans and to discuss interim reports – It was noted that this action was ongoing and a letter would be drafted for issue to lead partner and project board.*

ACTION – NF/PM

- 4.6. *AP10 – Liaise with TEO regarding alignment and any revised timeline on policy advice and research projects and updated RPD Team Risk Register accordingly – It was agreed that a form letter would be issued to TEO prior to the next board meeting.*

ACTION – NF/PM

- 4.7. *AP11 – Website updated/redevelopment – make arrangements for a workshop with all staff to take place and bring a presentation to the next board meeting – It was noted that a workshop with all staff would take place on 12 June 2020.*

ACTION - AF

5. Research and Policy Development

Research

Update on Research projects funded by Peace IV

- 5.1. The Highlight Report was noted.
- 5.2. It was noted that there would be a movement on timescales for submission of interim reports and delivery milestones due to the impact of Covid-19.
- 5.3. It was agreed that CVS would formally write to VSS as Lead Partner to inform them of the possibility that individual project milestones and overarching project timescales may need to be extended to reflect the current impact of Covid-19 restrictions. TEO and SEUPB would also be notified.

ACTION – NF

- 5.4. **NF** advised that an exceptional meeting of the Research Advisory Committee would be held on 4 June 2020 to discuss any issues with the project lead Dr Michael Duffy.
- 5.5. **JT** acknowledged that effective project management had resulted in the mitigation of risks concerning time delay due to the challenges around covid-19 restrictions.
- 5.6. **NF** advised that a suitable candidate had been identified for the appointment of a Research Manager in order to progress the Needs Review Project. It was noted that CVS were currently engaged in the procurement process with VSS and SEUPB in order to facilitate the appointment.
- 5.7. It was anticipated that the Project would be initiated in June 2020 and completed by May 2021.

Policy

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

- 5.8. It was noted that the survey to inform the new Victims Strategy had been issued on 4 May 2020 and would close on 4 June 2020.
- 5.9. It was noted that a summary paper of findings would be compiled when the survey period had closed and this would be shared with Co-Design partners.

Update on Monitoring and Evaluation (VSS)

- 5.10. It was noted that the next trilateral meeting took place on 3 March 2020.
- 5.11. It was noted that all quarterly review reports were currently up to date and had been submitted to TEO.

Update on Monitoring of Standards

- 5.12. It was noted that a draft reporting schedule had been developed and discussed internally and next steps would be engagement with the VSS (through the Commissioner's monthly meeting) to agree an approach for 2020/21 onwards.

Update on VASPA Advice

- 5.13. **NF** advised that Dr Ciaran Mulholland had provided a final report in respect of the psychological element of the project. It was noted that a second report containing analysis of the NICOLA dataset had been delayed due to the QUB researcher being on sick leave. **NF** advised that an update would be provided on the likely submission of the second report when possible.

ACTION - NF

Other issues to note

- 5.14. It was noted that CVS submitted a response to DfC's 'Call for Evidence for the second Independent Review of the PIP assessment process' on 1 May 2020.
- 5.15. It was noted that RPD would be drafting a written response to the NIAC inquiry on 'Addressing the Legacy of Northern Ireland's Past: the UK Government's New Proposals' and this would be provided to **JT** for consideration prior to the deadline of 1 June 2020.

ACTION – PM

- 5.16. It was noted that a draft paper highlighting policy position and areas for consideration around the scheme for the bereaved had been provided to **JT** for review.

6. Communications and Engagement Team Update

- 6.1. The Communications and Engagement Team updated report for April activity was noted.
- 6.2. It was noted that there continued to be a significant increase in engagement activity around Forum Replenishment and the new Victims and Survivors Strategy.
- 6.3. It was noted that a bid had been submitted in the June monitoring round which would enable work on the digital strategy and website redevelopment to progress.
- 6.4. **AF** advised that a workshop with all staff would take place on 12 June 2020 to discuss the redevelopment of the CVS website and findings would be presented at the next Board meeting.

ACTION - AF

- 6.5. **NC** provided an update on the progress of the Forum Replenishment project. **JT** requested that a draft Communications Strategy be ready for presentation and discussion at the next Board meeting.

ACTION - NC

- 6.6. It was noted that it had been agreed to extend the current contract for Communications Services which was due to end on 31 March 2020, until 30 June 2020, following discussions with CPD and implications around Covid-19.

7. Accounting Officer Update

Annual Report and Accounts 2019/20

- 7.1. It was noted that preparation work for Annual Report and Accounts was underway and would be distributed to relevant staff for input.

Monthly Management Accounts

- 7.2. The budget paper for 2020/21 was noted. **AS** advised that that the budget for 2020/21 had been prepared on the basis of the commission's 2019/20 opening position plus a 2.5% increase on non-programme budgets.
- 7.3. **AS** advised that a bid of £159k for the development of the website portal, Forum replenishment, population based survey. Retention of agency staff and staff learning and development had been submitted in the June 2020 monitoring round.
- 7.4. **SM** queried if there was any flexibility around the use of any surplus PEACE IV funding for dissemination purposes. **JT** asked **NF** to consider and provide an update for the next board meeting.

ACTION – NF

Risk Management

- 7.4. The Commission's Corporate Risk Register containing 1 medium rated risk with amber status and 2 high rated risk with red status was noted.
- 7.5. It was agreed that the inherent and residual risks of CR3 would be reassessed and an update provided for the next board meeting.

ACTION – AS & SM

Freedom of Information

- 7.6. No FOI requests had been received since the last meeting.

Complaints

- 7.7. No complaints had been received since the last meeting.

Subject Access Requests

- 7.8. No SAR had been received since the last meeting.

Gifts & Hospitality

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

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

Fraud

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

Data Breaches

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

Guidance Received

- 7.13. There had been no guidance received since the last meeting.

8. Corporate Services Update

Outcome Delivery Plan 2020/21

- 8.1. It was noted that the Outcome Delivery Plan would be updated when the 2020/21 budget had been confirmed.

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.
8.5. It was noted that Cavanagh Kelly had been awarded the contract for Provision of Internal Audit Services from 1 April 2020 for a period of 3 years with an option to extend for a further 2 years (on a 1 plus 1 basis).

Policies under Review

- 8.6. The policy review schedule was noted.

Audit and Risk Assurance Committee

- 8.9. It was noted the next meeting of ARAC would take place on 6 May 2020.

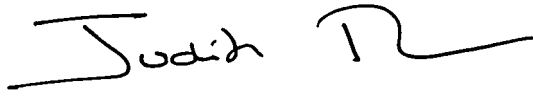
Recruitment and Reorganisation Project

- 8.10. The Recruitment and Reorganisation project plan was noted and it was agreed that this would continue to be monitored and reviewed as necessary during the Covid-19 situation.

9. AOB

- 9.1. **JT** noted that the Head of Communications and Engagement, Tina McCann had resigned and recorded thanks for her work at the Commission.
9.2. **AS** advised car parking spaces at Posnett Street would no longer be required and notice of termination had been issued.

NAME: Judith Thompson

SIGNED: 

DATE: 11/8/2020