



Board Meeting 3 August 2022

PRESENT

Ian Jeffers (IJ)	Commissioner and Board Chair
Andrew Sloan (AS)	Chief Executive and Accounting Officer
Marie Neill (MN)	Secretariat

1.0 Apologies

1.1 No apologies were noted.

2.0 Declaration of Interests

2.1 No conflicts of interest to note.

3.0 Minutes of last meeting

3.1 The minutes of the last meeting held on 27 August 2020 were approved by **AS** in the absence of a Commissioner and all outstanding actions completed.

4.0 Outcome Delivery Plan 2022-23

4.1 In the absence of a Commissioner an Interim Outcome Delivery Plan for 2022-23 was developed. It was agreed that this would be updated now that a new Commissioner was in post and to reflect discussions and agreed priorities at the recent Staff Planning Day. A draft document would be submitted to TEO before the end of September 2022.

ACTION – DH/AF/SM

5.0 Management Accounts

5.1 The Management Accounts to 30 June 2022 were reviewed and agreed, subject to the minor error in the figure presented for Agency costs, which had been updated.

5.2 It was agreed that the current estimated underspend of £12k would be reviewed in advance of the next meeting. There are a number of projects such as the event in Westminster that need to be provided for.

5.3 **IJ** highlighted that the current budget allocation was not sufficient to allow the commission to fulfil the proposed programme of work, in particular to strengthen and replenish the Forum which is an integral part of the Commission and a critical foundation to the work it carries out. The Forum also provides the lived experience to enable the Commission to give advice to government. **IJ** also emphasised the fact that there was no funding within the existing budget for additional research which impacts on the development of the new Victims and Survivors Strategy.

AS advised that a business case for the Forum Replenishment had been submitted to TEO for approval. **IJ** and **AS** discussed if there were any alternative options in absence of business case approval and agreed that there was no other satisfactory solution.

6.0 Corporate Risk Register

6.1 The Corporate Risk Register was reviewed, with two red risks. Following a discussion, it was agreed that the narrative would be updated to reflect progress and further development since **IJ** took up post in particular the risk around the appointment of a new Forum members.

ACTION – AS

7.0 Quarterly ALB Performance Report

7.1 The Corporate Performance Report for the period April to June 2022 was noted.

8.0 Quarterly Assurance Statement

8.1 The Corporate Assurance Statement for the period April to June 2022 was noted.

9.0 Audit and Risk Assurance Committee Update

9.1 **AS** provided an update on the Audit and Risk Assurance Committee (ARAC) meeting which took place on 2 August 2022. It was agreed that the Commissioner would meet separately with the ARAC members only, at a later date to be arranged.

10.0 Freedom of Information & Subject Access Requests

10.1 It was noted that a Freedom of Information Request had been received on 2 August 2022, for information on details relating to an event held recently by Belfast City Council to mark the anniversary of Bloody Friday. **AS** advised that a response had been issued on 3 August 2022.

10.2 No Subject Access Requests had been received.

11.0 Complaints

11.1 No complaints had been received.

12.0 Gifts and Hospitality

12.1 The Gifts and Hospitality Register for the period April to June 2022 was noted and it will now be put on the Commission's website.

12.2 Changes to the Gifts and Hospitality Policy were approved.
AS advised that going forward all policies would be presented to the Board for approval.

13.0 Fraud and Data Breaches

13.1 No fraud or data breaches to report.

14.0 Corporate Sole Partnership Agreement

14.1 DAO (DoF) 03/22 guidance on Corporate Soles and Partnership Agreement was noted.

15.0 Add New User to Bank Account

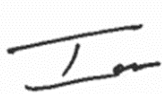
15.1 It was agreed that Deborah Howe, Director of Policy Development, Research and Engagement, would be added to the commissions bank account.


ACTION - MN

Date of next meeting: 3 November 2022

Approved: 05 August 2022

Signed:


Ian Jeffers
Commissioner



Date: 22 August 2022