



## **Board Meeting 2 November 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 3 August 2022 were approved.

#### **4.0 Outcome Delivery Plan 2022-23**

4.1 The draft Corporate Plan and Outcome Delivery Plan for 2022-23 was reviewed. Following discussion, it was agreed that **AS** would incorporate the commission's contribution to future planning for the 25<sup>th</sup> anniversary of The Good Friday Agreement. The draft document would then be shared with TEO and circulated to all commission staff, highlighting that it would still be subject to review, as it cannot be formally approved due to the absence of Ministers at Stormont.

### **ACTION – AS**

#### **5.0 Management Accounts**

5.1 The Management Accounts to 30 September 2022 were reviewed and discussed.

5.2 It was noted that the increased estimated underspend of £105k was due to ongoing staff vacancies and the reduced budget requirement for the Victims and Survivors Forum and new website. AS advised that TEO approval of the business case for Forum Replenishment has been received which would allow the

commission to progress with procurement and other projects had been identified in order to absorb the remaining underspend, including a Population Survey and Youth Forum.

- 5.3 **AS** provided a draft indicative budget paper for three years from 2023-2026, and highlighted that an estimated budget of £1.1m each year would be required, based on current staffing level. It was noted that this could be subject to change pending the outcome of the BCS Review.

## 6.0 **Corporate Risk Register**

- 6.1 The Corporate Risk Register was reviewed, with two red risks. A discussion took place, and it was agreed that other areas of risk around IT cyber security and reputational risk around the Forum and replenishment should be considered for inclusion.

### **ACTION – AS**

## 7.0 **Quarterly ALB Performance Report**

- 7.1 The Corporate Performance Report for the period July to September 2022 was noted.

## 8.0 **Quarterly Assurance Statement**

- 8.1 The Corporate Assurance Statement for the period July to September 2022 was noted.

## 9.0 **Northern Ireland Audit Office Update**

- 9.1 **AS** advised that due to staffing issues the NIAO were not yet in a position to present the Report to Those Charged with Governance. It was expected that the fieldwork would be completed and clearance on the Annual Report and Accounts for 2021-23 provided within the next few weeks. **IJ** advised that the final approval and sign off could be done by correspondence.

## 10.0 **Audit and Risk Assurance Committee Update**

- 10.1 **AS** advised that the business case for recruitment of new committee members had been approved and Corporate Services would progress the competition with HR Connect.

## 11.0 **Freedom of Information and Subject Access Requests**

- 11.1 No Freedom of Information or Subject Access requests had been received.

## 12.0 **Complaints**

- 12.1 No Complaints had been received.

**13.0 Gifts and Hospitality**

13.1 The Gifts and Hospitality Register for the period July to September 2022 was noted and it will now be put on the Commission's website.

**14.0 Fraud and Data Breaches**

14.1 There were no fraud or data breaches to report.

**15.0 Guidance**

15.1 The following guidance was noted:

- DAO (DoF) 06/22 Direct Award Contracts
- DAO (DoF) 05/22 Grant or Procurement
- DAO (DoF) 04/22 Annual Theft and Fraud Report 2019-20
- DAO (DoF) 04/22 (attachment) Annual Theft and Fraud Report 2019-20

**16.0 Any Other Business**

- The Fraud Prevention Policy and Fraud Response Plan was approved
- The Board Terms of Reference were approved
- Senior Management Terms of Reference were approved
- Audit and Risk Assurance Committee Terms of Reference were approved
- Grade 5 Sponsor letter re payments to agency worker was noted
- Danske Bank User authorisation letter was approved

**Date of next meeting: 2 February 2023**

**Approved: 9 November 2022**

**Signed:**

A handwritten signature in black ink, consisting of a horizontal line followed by a stylized, cursive signature.

**Date:**

9/11/2022