



Board Meeting 11 May 2023

PRESENT

Ian Jeffers	Commissioner and Board Chair
Andrew Sloan	Chief Executive and Accounting Officer
Lauren Darragh	Secretariat

1.0 Apologies

1.1 Apologies were noted from Marie Neill (Secretariat).

2.0 Declaration of Interests

2.1 No conflicts of interest were noted.

3.0 Minutes of last meeting

3.1 The minutes of the last meeting held on 2 February 2023 were approved.

4.0 Outcome Delivery Plan 2022-23

4.1 The progress report on the Corporate Plan and Outcome Delivery Plan for 2022-23 was noted with one item that was not completed which was the Forum Replenishment process. This was due to the inability of the Commission to secure a contractor to support the process after two rounds of procurement.

4.2 It was noted that the Chief Executive is currently preparing a paper outlining how to move forward. It is hoped that the process will be completed by 30 September 2023.

5.0 Management Accounts

5.1 The Management Accounts for the twelve months to the to 31 March 2023 were reviewed showing an underspend of £22.

6.0 Draft Budget 2023-24

6.1 The Chief Executive presented the Draft Budget 2023–24 recognising that this was in response to the indicative budget letter received from The Executive Office. It was noted that staff costs represented 75% of the budget, overheads represented 20% of the budget and programme costs represented 5% of the budget.

6.2 The Chair noted disappointment on the availability of discretionary spend for programme costs at this challenging time for victims and survivors. The limited resources available will reduce assurance that victim's voices are heard.

6.3 The Board approved the draft budget as an indicative budget at this stage.

7.0 Corporate Risk Register

7.1 The Corporate Risk Register was reviewed, with two amber risks and one red risk.

8.0 Quarterly ALB Performance Report

8.1 The Corporate Performance Report for Quarter 4 2022 – 23 was reviewed and noted.

9.0 Quarterly Assurance Statement

8.1 The Assurance Statement to The Executive Office Permanent Secretary for the quarter to 31 March 2023 was reviewed and noted. The Chief Executive advised that his statement supported by assurance statements from each of the organisational directorates.

10.0 Northern Ireland Audit Office Update

10.1 The Northern Ireland Audit Strategy for the financial year 2022–23 was reviewed and noted.

11.0 Internal Audit – Annual Assurance Statement 2022-23

11.1 The Chief Executive noted that there was an overall satisfactory assurance within the internal audit work carried out. There were no level 1 recommendations.

12.0 Audit and Risk Assurance Committee (ARAC) Update

12.1 The Chief Executive advised that the previous ARAC Committee's term came to an end on 31 March 2023 with all matters within the 2022 – 23 financial year dealt with.

12.2 The Chief Executive highlighted that the new ARAC committee members, William (Terry) McGonigal, Laura O'Neill and Conor Minnis would begin their term on 17 April 2023

12.3

The new ARAC members Induction programme had been delivered on 2 May 2023. Further training will be provided based on a training needs analysis.

13.0 Freedom of Information and Subject Access Requests

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

14.0 Complaints

14.1 No Complaints had been received.

15.0 Gifts and Hospitality

13.1 The Gifts and Hospitality Register for the period January to March 2023 was reviewed and will be published on the Commission's website.

16.0 Fraud and Data Breaches

16.1 There were no fraud or data breaches to report.

16.2 It was noted that a review of the Commission's compliance with GDPR would be part of the internal audit plan for 2023-24. The Chief Executive has advised that he has asked the Head of Finance and Corporate Affairs, as the Data Compliance Officer to review this area in advance of the audit.

17.0 Guidance

17.1 The NI Code of Good Practice was noted.

18.0 Any Other Business

The policies detailed below were discussed and approved:

- Discipline Policy
- Information Security Policy
- Social Media Policy
- Right to be forgotten Process (It was noted that this policy may change subject to the review of GDPR within the Commission)
- Risk Management Strategy

Date of next meeting: 10 August 2023

Approved: Ian Jeffers

Signed:



Date: 18 May 2023