**Minutes of Senior Management Team (SMT) Meeting held on 16 March 2021 @ 10am**

**In attendance:** Kieran Donnelly, Chair (C&AG)

Rodney Allen (COO)

Patrick Barr (Director)

Neil Gray (Director)

Colette Kane (Director)

Suzanne Walsh (Director)

Louise Donnelly (Secretary)

**Apologies:** Tomas Wilkinson

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| **1.** | **Apologies**  Apologies from Tomas Wilkinson were noted |
| **2.** | **Declaration of Conflicts of Interest**  There were no issues declared by members. |
| **3**. | **Minutes of Previous meeting and Matters Arising**  Minutes of the previous meeting held on 16 February 2021 were agreed and the matters arising updated. The C&AG and members recorded their congratulations to Rodney Allen on his successful appointment to the post of Chief Operating Officer. |
| **4.** | **Risk Management**  **COVID 19 Risk Register**  Colette Kane advised the Risk Register had been updated to reflect comments made at the previous SMT meeting held on 17 February 2021, all changes were highlighted in red for members’ convenience, the Register will now be placed on NIAOmi for all staff to access. |
| **5.** | **Finance Report**  Rodney Allen provided an update on the following key areas:   * **2020-21 Forecast**   Members were asked to note the current budget position.   * **Accommodation Project** The lease for Bradford Court has now been signed. The Decant Delivery Group has been engaging with staff, setting out the timeline for the move. A staff guide on all aspects of preparation for the decant was presented to SMT for approval. After discussion members approved the guide for issuing. Further information will be issued to staff in the coming weeks regarding the new arrangements for working at Bradford Court. |
| **6.** | **Corporate Report**  Rodney Allen provided an update on the following key areas: **HR**   * **Recruitment** * Offers have been made to successful candidates in the Auditor recruitment exercise. * There were no expressions of interest on the recent secondment opportunity offered to staff. * **Attendance Management**   Members noted absence figures per employee in the rolling period 1 March 2020 to 28 February 2021.   * **Annual Leave uptake**   Directors were asked to note the position with regard to staff annual leave balances.  **Business Support**   * **Complaints**   Members were briefed on the status of cases. SMT was satisfied with progress to date.   * **Governance** The Remuneration Committee met on 9 March 2021 to discuss the 2021-22 pay award. The issue was raised by the NI Assembly Audit Committee (NIAAC) in considering the Office’s 2021-22 budget. The C&AG will consider the recommendations of the Remuneration Committee and staff will be advised on the outcome later this week. |
| **7.** | **Operational Performance Report**  A report detailing key performance outturns for the public reporting and financial audit programmes from 1 April 2020 to 28 February 2021was presented by Rodney Allen. At the request of the C&AG members provided an update on progress to date regarding the clearance of backlogged audits.  Suzanne Walsh advised that the Data Analytics and Visualisations Team will liaise with the C&AG and the Directorate to develop an interactive dashboard to provide performance information in a more user friendly and accessible format. |
| **8.** | **Three Year Public Reporting Plan**  Suzanne Walsh advised the Plan presented has been agreed by the Operational Management Team (OMT) and a meeting will be scheduled to discuss resourcing. An update will be provided at the next SMT. |
| **9.** | **BTP Update**  Suzanne Walsh presented a paper detailing the current position of phase one the Office’s BTP and providing a summary of projects put forward by OMT for inclusion in phase two of the programme. PIDs will be developed by teams over the next few weeks for further consideration and approval by SMT. |
| **10.** | **Technical Update**  Suzanne Walsh provided a verbal update on the following technical matters:   * QCR process * EQCRs * Technical training * Guidance issued by AFMD |
| **11.** | **Papers Noted**   * Advisory Board Draft Minutes – 9 February 2021 * Remuneration Committee Draft Minutes – 9 March 2021 |
| **16.** | **AOB**   * Next meeting 20 April 2021 @ 10am |