

## Minutes of Senior Management Team Meeting held on Tuesday 10 October 2017

**In attendance:** K Donnelly, Chair (C&AG)  
P McCreedy (COO)  
Janet Sides (AAG)  
R Allen (Director)  
C Kane (Director)  
N Gray (Director)  
D Lynn (Director)  
S McKay (Director)  
T Wilkinson (Director)  
N Gray (Director)  
T Wilkinson (Director)  
C Whinnery (HR Manager) – Agenda item 5

**Secretariat:** Louise Donnelly (Senior Divisional Secretary)  
Joe Campbell (Audit Manager)

**Apologies:** L Mason (AAG)

1.	<b>Minutes of Previous Meeting</b>
2.	<b>Matters Arising</b> Minutes of the previous meeting held on 11 September were agreed and Matters Arising updated.
3.	<b>Chief Operating Officer – Overview</b> An overview and presentation on the future strategic direction for the Office was delivered by the COO.
4.	<b>Finance</b> <b>4.1 Finance Report</b> <ul style="list-style-type: none"><li>DoF has authorised NIAO resources for the period 1 April 2017 to the 31 December 2017.</li><li>All feasible and appropriate procurement for 2017-18 should be identified, particularly around consultancy, to ensure delivery on a timely basis.</li></ul> <b>4.2 Travel and Subsistence</b> HMRC has clarified its position on mileage claims. This confirms that the Office's existing travel policy is compliant.
5.	<b>HR</b> <b>5.1 PAMS (Quality Assurance)</b> Members agreed that a review will be carried out on PAMS/ESS at the end of the first performance cycle. This will consider engagement in the process and ensure that it meets both management and staff needs. As part of this exercise, there will be a focus on the completion of PDPs to ensure that staff needs are identified to meet the future challenges of the Office. <b>5.2 Absenteeism</b> SMT welcomed the significant decrease in absence in comparison with the same period last year. It was noted that the most significant difference was in long term absence which had fallen by 80 per cent, in comparison to the same period last year; short-term absence

	<p>had increased by 28.5 per cent. SMT agreed an absence target of 7 days per employee for 2017-18 and 6 days per employee for 2018-19</p> <p><b>5.3 Technical Training Plan</b></p> <p>A programme of technical training was agreed. The Plan will be uploaded to NIAOmi for staff to access.</p>
6.	<p><b>Governance</b></p> <p><b>5.1 Internal Audit Programme</b></p> <p>Members were informed that Internal Audit will be conducting its second round of reviews, week commencing 20 November. The subject matter addressed will be:</p> <ul style="list-style-type: none"> <li>• the Consolidated Fund</li> <li>• Information Governance and</li> <li>• IT Health Check.</li> </ul>
7.	<p><b>Accommodation</b></p> <p><b>7.1 Accommodation Review Group</b></p> <p>The COO and directors visited the premises of Belfast City Council in Adelaide Exchange, the Public Prosecution Service in Belfast Chambers and Land &amp; Property Services in Lanyon Plaza.</p> <p>The Accommodation Group has liaised further with representatives from the Reform of Property Management (RPM) Programme and an update meeting has been held with TUS. Staff engagement will take place through NIAOmi, where they will be encouraged to comment on a short paper which identifies the long list of options. The deadline for feedback will be 20 October, with a view to the Group completing its report by 31 October.</p> <p>In the shorter term, it was agreed that Cluster C should move to the second floor main corridor.</p>
8.	<p><b>Digital Services Strategy</b></p> <p>A summary paper was presented to SMT setting out the progress in the Digital Services Strategy; the COO and SROs had met on 3 October 2017 to consider the action plans prepared by project teams for the six key strategy areas. It was noted that the Digital Services Group (as set out in section 7 of the Digital Services Strategy) had yet to be established. It was agreed that this will be addressed as a priority.</p>
9.	<p><b>A.O.B.</b></p> <p><b>9.1 Next Meeting</b></p> <p>Tuesday 7 November @ 10am.</p>