

Minutes of Senior Management Team Meeting held on 20 February 2018

In attendance: K Donnelly, Chair (C&AG)

P McCreedy (COO)

R Allen (Director)

N Gray (Director)

C Kane (Director)

D Lynn (Director)

L Donnelly (Secretary)

Apologies: T Wilkinson (Director)

1&2	<p>Minutes of Previous meeting and Matters Arising</p> <p>Minutes of the previous meeting held on 22 January 2018 were agreed and Matters arising updated.</p>
3	<p>Finance and IT</p> <p>Finance Report</p> <p>RA reported the figures for the Spring Supplementary Estimate were submitted to the Department of Finance on 22 January 2018. He stated the projected year end position is a surplus in the region of £170k.</p> <p>RA highlighted the following matters:</p> <ul style="list-style-type: none"> • Charge Out Rates Corporate services are currently conducting a review of charge out rates. There is pressure on the rates arising from less staff but limited correlation to overhead costs. SMT will be kept informed of progress. • EAF Finance and resourcing issues have been identified with an increasing EAF workload through to 2021-22 and then uncertainties associated with Brexit. SMT acknowledged that options need to be investigated on how this will be managed by the office going forward and NG will be considering this. • Premises The car park will be resurfaced week commencing 26 February and will be closed. Staff have been advised. Charging points for electric vehicles will be added to the car park at the same time as the resurfacing work. • IT – Central Time A new Central time system will be introduced and configured alongside the current system. SMT agreed the importance of putting appropriate resources into this project and it was agreed Directors will discuss this resourcing requirement.
4	<p>Internal Audit</p> <p>4.1 Internal Audit Report</p>

	<p>The reports on Information Governance and IT Health Check were noted. Internal Audit has given satisfactory opinions on both reports. There are a number of recommendations which have been accepted by management and actions will follow.</p> <p>4.2 Internal Audit Follow up Report Feb 2018 The Report found that all recommendations had been suitably implemented. SMT were provided with a copy for information.</p>
5	<p>Risk Management</p> <p>CK highlighted the following matters:</p> <p>5.1 Corporate Risk Register Risk owners have been identified and actions assigned to specific Directors. CK briefed SMT on the reasoning for risk 1A being escalated to Amber. PMcC has reviewed the updated register and is content.</p> <p>SMT agreed the Corporate Risk Register will need a major review when the new Corporate Plan has been introduced.</p> <p>5.2 Risk Management Strategy No major change was reported from last month. The Strategy will be presented at the Audit and Risk Assurance Committee meeting on Tuesday 27 February.</p> <p>5.3 Assurance Statement The summary paper reflects the current position. The Directorate collectively agreed the statement to say they are content that risk was being managed effectively and can give the assurance that the key risks facing the organisation are subject to regular review and that key controls are in place and being monitored.</p>
6	<p>Performance Reporting</p> <p>The operational performance report was presented which summarised performance against key targets at 31 December 2017. The following points were specifically noted:</p> <p>6.1 Financial Audit and Public Reporting Financial Audit - The C&AG was updated on the current position regarding some outstanding accounts. He emphasised the importance of completing those audits where there are no issues that are outside of NIAO control. Public Reporting – Clearance difficulties were noted with two reports but it is expected these issues will be resolved over the coming weeks.</p> <p>RA presented the corporate report and the following was noted:</p> <p>6.2 Corporate Report</p> <p>Vision/Values Programme and Corporate Plan Anne McMurray will meet with OMT on 5 March 2018 to further discuss the business transformation process. It is anticipated that the final draft of the Corporate Plan will be produced by 16 March 2018.</p>

	<p>Absence Management SMT welcomed the positive absence figures for the period 1 April to 31 January highlighting a continued reduction in sickness absence days lost, with more than half of staff having no absence.</p> <p>VES A bid for funding from the Public Sector Transformation Fund for a final VES scheme for 2018-19 has been submitted.</p> <p>Bullying and Harassment Survey 60% of staff responded to the survey. The survey has identified areas for improvement and as a result an action plan has been prepared. This was endorsed by SMT and will be communicated to all staff.</p> <p>Work Placement for Person with a Disability No expressions of interest had been received from the staff who were circulated but SMT were advised that one staff member had informally indicated a willingness to participate in this initiative. SMT supported proceeding on this basis and asked that the Equality Officer take this forward.</p> <p>GDPR SMT was confident that GDPR preparations are proportionate and appropriate and progress was being made in line with the Office's action plan.</p> <p>NIPSA Survey on Resourcing SMT welcomed the NIPSA survey and the helpful information which it has generated. PMcC has replied to NIPSA and advised the office would take forward the findings in ongoing work to improve our resource management processes.</p> <p>6.3 Whistleblowing Caseload A report on the current caseload position was presented to SMT for consideration. It was agreed that going forward 'current position' updates would be discussed by PMcC with individual Directors at monthly meetings. PMcC will update the C&AG on all cases each month.</p> <p>6.4 MLA Correspondence Caseload Following the recent submission of the latest updates to the caseload, the C&AG requested a review of the process and set out what he considered to be essential information required by SMT to assess the progress of each case. As a result a streamlined update was presented to SMT. The C&AG is content with the RAG status of each case.</p>
7.	<p>AOB Next meeting 27 March 2018 at 2.00pm</p>