

**Minutes of Senior Management Team (SMT) Meeting held on 18 February 2020 @ 10am**

**In attendance:** Kieran Donnelly, Chair (C&AG)  
 Pamela McCreedy (COO)  
 Rodney Allen (Director)  
 Colette Kane (Director)  
 Tomas Wilkinson (Director)  
 Neil Gray (Director)  
 Suzanne Walsh (Director)  
 Valerie Evans (Senior Auditor) – Agenda Item 8  
 Alan McNeill (Audit Technician) – Agenda Item 8  
 Tanya McNally (Secretary)

1.	<p><b>Apologies</b>                  No apologies were noted</p>
2.	<p><b>Declaration of Conflicts of Interest</b>                  There were no issues declared by members.</p>
3.	<p><b>Minutes of Previous meeting and Matters Arising</b>                  Minutes of the previous meeting held on 10 January 2020 were agreed and matters arising updated.</p>
4.	<p><b>Risk Management</b>  <b>Corporate Risk Register (CRR)</b>                  Colette Kane advised the Corporate Risk Register had been updated to reflect comments made at the January SMT, all changes made were highlighted in red for members’ convenience. Changes made to reflect the return of the Assembly include an update on any existing controls and new actions required.</p> <p>Further discussion took place on the CRR with members agreeing it needed reviewed to ensure proper focus on the highest risk areas. This review will be taken forward by the Corporate Risk Register Working Group (CRRWG) and discussed at the next SMT.</p>
5.	<p><b>Finance Report 2019-20</b></p> <ul style="list-style-type: none"> <li>• <b>Finance</b>                      Rodney Allen briefed members on the budget position and advised the changes expected by year end, since the previous meeting. Uncertainty around European Agricultural Funding (EAF) continues to be monitored.</li> <li>• <b>Accommodation Project</b> <ul style="list-style-type: none"> <li>– The Accommodation Project Board will meet again on 26 February 2020.</li> <li>– The design team have produced a number of preliminary design options which are being discussed with the user group leads.</li> <li>– A number of decant options are currently being considered.</li> </ul> </li> <li>• <b>IT</b> <ul style="list-style-type: none"> <li>– Work continues on the development of the Time and Space system and the scheduler is being populated.</li> <li>– An upgrade on MKI has been completed.</li> </ul> </li> </ul>

<p><b>6.</b></p>	<p><b>Corporate Report</b> Rodney Allen briefed SMT members on the following key points: <b>HR</b></p> <ul style="list-style-type: none"> <li>• <b>Recruitment</b> <ul style="list-style-type: none"> <li>– Two Directors have been successfully appointed and are now in post;</li> <li>– A Digital Communications Officer has been appointed and will take up post early in March 2020;</li> <li>– Auditor posts have been successfully filled and HR are in the process of confirming start dates.</li> </ul> </li> <li>• <b>Attendance Management</b> Members noted the overall day’s absence per employee in the rolling period 1 February 2019 to 31 January 2020 and the continuing positive position.</li> </ul>
<p><b>7.</b></p>	<p><b>Performance Report</b> A report detailing public reporting and financial audit performance was presented to update members for the period ended 31 December 2019. The C&amp;AG queried the position in relation to some audits connecting on the need to be clear outstanding 2018-19 audits and focus on public reporting publication dates.</p>
<p><b>8.</b></p>	<p><b>Raising Concerns Database - Presentation</b> Valerie Evans and Alan McNeill were welcomed to the meeting and provided a comprehensive overview of the Raising Concerns database to members.</p> <p>Members thanked Valerie and Alan for the presentation all agreeing they all found it informative and worthwhile. It was agreed further consideration should be given to how to make best use of the information contained in the database.</p>
<p><b>9.</b></p>	<p><b>Staff Survey Action Plan</b> Following the recent staff survey a draft action plan has been developed to measure and review progress on feedback received. Members discussed the plan and agreed to individually provide feedback to Rodney Allen. Next steps include preparation of a draft communication to all staff and consultation with TUS.</p>
<p><b>10.</b></p>	<p><b>EAF Update</b> Neil Gray provided an update. The current position on the 2020 audit remains unchanged, the impact of Brexit on the 2021 audit is becoming clearer and the risk to NIAO’s income stream was noted.</p>
<p><b>11.</b></p>	<p><b>Data Analytics and GOVTECH Update</b> A meeting to discuss progression to phase two of Govtech has been scheduled for 20 February 2020. An update will be provided at the next SMT on 18 March 2020. Members were advised that a presentation on ‘Data Analytics – use in public reports’ would be given by Barry Mitchell and Rebecca Gleghorne at the March SMT meeting.</p>
<p><b>12</b></p>	<p><b>Papers to note</b></p> <ul style="list-style-type: none"> <li>• <b>ARAC draft minutes of meeting 28 January 2020</b> - Members noted the paper</li> </ul>

<b>13.</b>	<b>AOB</b> <ul style="list-style-type: none"><li>• <b>Accommodation Project</b> - Rodney Allen presented various designs which had been prepared by the design team. Members were asked to consider and it was noted that following staff consultation SMT would be required to decide on the preferred design in early March.</li><li>• <b>Next meeting 18 March 2020</b></li></ul>
------------	--