AGENDA

C&AG's Advisory Group Meeting
Monday 20th April 2016 at 2:00pm
Conference Room 2nd Floor

SECTION 1 – PRELIMINARY/ADMINISTRATION

1. Apologies
2. Declaration of conflicts of interest
3. Minutes of meeting held 15 February 2016 and matters arising (Paper 1)

SECTION 2 – PROGRESSION OF THE BUSINESS IMPROVEMENT PLAN

1. Performance Management (Paper 2)
2. Performance Framework (Paper 3)

SECTION 3 – AOB
1. Grievances (Paper 4)

Present	Paul Douglas (Non Executive Member - Chair)
	Áine Gallagher (Non Executive Member)
	Pat Cumiskey (Non Executive Director)
	Kieran Donnelly (Comptroller & Auditor General)
	Janet Sides (AAG Corporate Support)
	Louise Mason (AAG Financial Audit)
Apologies	Eddie Bradley (AAG Public Reporting)
In Attendance	Brandon McMaster (Director Corporate Services)
	Joe Campbell (Secretary)

1. Preliminary/Administration

Declaration of Interest - There were no issues declared by members which would be in conflict with the agenda for the meeting.

Minutes of meeting held 15 February 2016 –The minutes were noted and agreed.

Matters Arising – In addressing matters arising, the meeting was informed that the Office had appointed a HR Adviser on a two year secondment. She would be supported by the Office's call-off contract with Capita as and when the need arose. Since the appointment the HR Adviser has been tasked with taking forward the talent management paper commenced by Capita.

On the use of assessment centres in the appointment process, the C&AG has determined that this will be used in future boards down to middle manager level.

2. Performance Management

B McMaster briefed the Committee on the new performance management system. He advised that in the opening months (January to April 2016) the Office operated a paper based system, requiring compliance checks by HR on a manual basis. Electronic submission of forms (part of the Office's HR application) will be in place for the mid-year returns and thus the system will provide an automatic record of compliance, and prompt completion of outstanding returns(compliance was an issue with the previous regime)

The group agreed that an update on the performance management system should be provided for the next meeting, and the Office should conduct a survey late in the year (December 2016 was proposed) to obtain feedback on the new performance management system. [DN: need to ensure consistency between these and AC minutes]

Following the presentation, the group discussed the issue of training in general. It was informed that a new Technical Unit had been established to provide a key focus on the delivery of audit training needs. Members enquired about the Office's budget and were

informed that, currently there was little flexibility in discretionary spend areas such as training. However, the Office would be looking at opportunities throughout the year to re-allocate funding to both technical and management training. Members welcomed the establishment of the Technical Unit but agreed that consideration must be given to ring-fencing further funds for training, particularly leadership and management development training.

Members were also informed that the Office had piloted an external leadership programme which those who attended found useful. The Office is currently awaiting proposals from its L&D Training Partner on how this programme could be rolled out as part of a broader leadership and development programme.

3.   Grievances

B McMaster provided a short presentation to members on the paper setting out the number, type of grievance and how and when they had been progressed. The Group considered that, subject to maintaining confidentiality, it would be useful to provide staff with information about the number of grievances received, upheld etc.

The next meeting will be held on **Tuesday 21st June** in the NI Audit Office Conference Room, starting at **2:00pm**.