

**Minutes of Senior Management Team Meeting held on 27 July 2018****In attendance:** K Donnelly, Chair (C&AG)

P McCreedy (COO)

R Allen (Director)

D Lynn (Director)

T Wilkinson (Director)

L Donnelly (Secretary)

**Apologies:** N Gray (Director)

C Kane (Director)

1&2	<p><b>Minutes of Previous meeting and Matters Arising</b></p> <p>Minutes of the previous meeting held on 12 June 2018 were agreed and matters arising updated.</p>
3.	<p><b>Risk Management</b></p> <p><b>Corporate Risk Register</b></p> <p>The updated register was submitted to the June meeting of ARAC and staff were briefed at the office breakfast briefing on 6 July 2018. The register has been made available for all staff to access on NIAOmi.</p> <p>SMT discussed a potential list of risks identified by the Corporate Risk Register Working Group (CRRWG) in horizon scanning. SMT agreed the list and requested further consideration by CRRWG for the next update of the full register. SMT also agreed that when significant projects are being planned then the development of a specific risk register below CRR should be considered.</p>
4.	<p><b>Finance</b></p> <p>R Allen provided a paper briefing members on the status of the 2017-18 Annual Report and Accounts, the 2018-19 finance position, premises and an IT update:</p> <ul style="list-style-type: none"> <li>• A capital bid of £110k has been submitted for design work associated with the refurbishment of 106 University Street. We are awaiting confirmation that this bid has been successful. Design work will cover architect, mechanical and electrical, cost and structural consultancy. SMT discussed the options for procuring design services and agreed that use of a new framework agreement through CPD Construction Division should be explored.</li> <li>• New tenants are settling in well and work is ongoing for the new security system to be installed.</li> <li>• The accommodation project is progressing. As part of engaging staff and collecting views and opinions a survey will be issued to all staff today (27 July 2018).</li> </ul>

5.	<p><b>Corporate Matters</b></p> <p><b>5.1 Corporate Report</b></p> <p>The Corporate Report was presented to members and the following points were specifically noted:</p> <ul style="list-style-type: none"> <li>• <b>Absence Management</b> SMT welcomed the excellent attendance figures for the period April to June 2018.</li> <li>• <b>Work Placement for Person with a Disability</b> SMT noted that Suzie Blake has joined us and is enjoying the opportunity. Cedar, the placement provider, are proposing to compile a written report or short recording of the placement experience. This was welcomed by SMT. Kirsty McCool is liaising with Cedar and will report back to the COO on any proposals.</li> <li>• <b>Corporate Services Review</b> The review of Corporate Services has been completed and the recommendations have been agreed by SMT. The review has highlighted a requirement for a number of posts within the service area. The roles are currently being specified and the appropriate method of recruitment will be agreed. TUS and all corporate support staff have had sight of the report. Key points from the Report will be made available to all staff on NIAOmi.</li> <li>• <b>Procurement</b> K Valley have been appointed as a result of the competition for the delivery of consultancy support on procuring financial audit services. Work has already commenced to support the procurement of audit services over a five year period beginning 2018-19.</li> <li>• <b>External Audit</b> The contract with Baker Tilly Mooney Moore is in its last year, with completion of the recent financial audit and the corporate services review, the contract is effectively complete. Liaison has commenced with DoF about a new procurement.</li> </ul>
6.	<p><b>Procurement Manual Up-dates</b></p> <p>SMT endorsed the updated Procurement Manual.</p> <p>Work is progressing on the annual Procurement Plan and it will be presented to SMT for consideration at the September meeting.</p>
7.	<p><b>Data Analytics Update</b></p> <p>T Wilkinson updated members on progress to date and advised that the Office was ready to move on the SBRI project by the end of August if the current application for GOVTECH funding was not successful. The outcome of the GOVTECH application will be known by 20 August 2018. SMT noted that the process to fill two posts in a new data analytics unit would start soon.</p>

8.	<p><b>C&amp;AG Reflections on pre-recess audits</b></p> <p>The C&amp;AG reflected that the project management arrangements worked very well this year with the flow of accounts evenly distributed over the period, with the first account being presented for signature on 12 June. Over 70 accounts were cleared well before the deadline date. Delegation arrangements also worked exceptionally well and the C&amp;AG welcomed the opportunity to engage with Audit Managers on a wide range of issues.</p> <p>The C&amp;AG will prepare a detailed briefing paper summarising his observations on the pre-recess period.</p>
7.	<p><b>AOB</b></p> <p>7.1 Members were informed that ARAC and Advisory Group meetings were being rescheduled to 23 October 2018.</p> <p>7.2 The COO advised that the External Review Panel would be meeting on Monday 31 July to review two reports: Speeding up Justice: avoidable delay in the criminal justice system and Type 2 Diabetes Prevention and Care. The C&amp;AG and COO will also engage the External Review Panel regarding the 3 year forward Public Reporting Programme</p> <p>7.3 The C&amp;AG advised that he had been called as a witness to the RHI Inquiry on 19 October 2018.</p> <p>7.4 Next meeting: 4 September 2018.</p>