

## Minutes of Advisory Board meeting Tuesday 11 February 2020 at 10am

Members Present:     Martin Pitt (Chair)  
                               Noel Hyndman  
                               Marie Mallon  
                               John Turkington  
                               Kieran Donnelly, Comptroller and Auditor General (C&AG)  
                               Pamela McCreedy, Chief Operating Officer (COO)

In Attendance:       Rodney Allen (Director) – Agenda item 7  
                               Francis Casey (Communications Officer) – Agenda item 7  
                               Louise Donnelly (Board Secretary)

The Chair welcomed members to the meeting.
<p><b>1. Apologies</b> No apologies were noted.</p>
<p><b>2. Declaration of Conflicts of Interest</b> There were no issues declared by Committee members or attendees.</p>
<p><b>3. Minutes of Meeting held on 8 October 2019 and Matters Arising</b> The Chair noted the minutes of the meeting held on 8 October 2019 and these were agreed by all parties concerned.</p> <p>The Matters Arising from the meeting of 8 October 2019 were noted as having been actioned.</p>
<p><b>4. Report from meeting of Audit and Risk Assurance Committee (ARAC) –28 January 2020</b> Draft minutes of the ARAC meeting held on 28 January 2020 were noted as having been circulated to the Chair and members for consideration. Noel Hyndman (Chair of ARAC) provided a summary of key issues covered at the meeting.</p>
<p><b>5. Business Transformation Programme (BTP) – Update</b> Pamela McCreedy updated members on the current position of the BTP and advised that Project Initiation Documents (PIDs) for work streams have been subject to monitoring during the period October 2019 to January 2020.</p> <p>The following areas were discussed:</p> <ul style="list-style-type: none"> <li>• <b>Communication and Engagement</b> <ul style="list-style-type: none"> <li>– A Digital Communications Officer has been appointed and will take up post in March 2020.</li> <li>– It was noted that the Communication and Engagement Strategy was scheduled on the agenda for the meeting today.</li> </ul> </li> </ul>

- Parliamentary Committee Training facilitated by Audit Scotland is underway and will be completed by March 2020. Feedback to date has been positive
- **Digitalisation**
  - **Data Analytics** – An update on Phase 2 of the GovTech project is expected this week.
  - **MKI** – Staff are currently liaising with other audit agencies to consider options going forward.
- **People**
  - **HR Strategy** – The Strategy is progressing and a draft will to be available for consideration by the Senior Management Team (SMT) in March 2020.
  - **Staff Survey Action Plan** – The Action plan is progressing to timetable and further discussion is scheduled for the February SMT meeting.
- **Governance and Audit Practices**
  - **Governance Strategy** – Draft strategy to be available for SMT to consider in March 2020 before coming to the Advisory Board.
- **Working Environment**
  - **Accommodation project** – The Advisory Board will be updated on progress at the meeting scheduled for 26 May 2020.

**6. Update on the reinstatement of the NI Assembly and the Public Accounts Committee (PAC)**

The C&AG briefed members on the work of the Public Accounts Committee and the Assembly Audit Committee and provided a briefing document detailing a list of NIAO Value for Money Reports published since NI Assembly Suspension that are currently being reviewed by PAC for consideration at sessions going forward.

An invitation was extended for Committee members to attend the PAC visit to NIAO on Thursday 13 February 2020. Members thanked the C&AG for the invitation and welcomed the overview; they also suggested that a visit to a PAC session in the near future would prove beneficial.

**7. Communications Strategy**

Rodney Allen and Francis Casey were welcomed to the meeting.

Rodney Allen introduced the presentation and provided some background on the content. The presentation was carried out by Francis Casey and he provided a detailed overview of the NIAO Communications and Engagement Strategy.

After the presentation Members commented on the NIAO Internal Communications Strategy, Section 75 categories and the independence of the NIAO brand. Management welcomed the points raised and agreed to consider and be mindful of these issues going forward.

The Chair thanked Francis for the presentation and all parties agreed they found it informative and worthwhile.

**8. AOB**

- **Recruitment** - members were updated on the current position regarding the Director and Auditor posts.

**9. Dates of next meetings**

- 26 May 2020
- 6 October 2020

DRAFT

ADVISORY BOARD  
11 FEBRUARY 2020 @ 10AM  
Paper 3

Advisory Board

Matters arising from the meeting

ISSUE	TARGET DATE	RESPONSIBILITY	PROGRESS/ OUTCOME
<b>Issues arising from meeting of 8 October 2019</b>			
<b>Accommodation Project</b> - The Accommodation Project to be considered at a future meeting when the project has further progressed.	26 May 2020	P McCreedy	To be considered at May Advisory Board Meeting
<b>Issues arising from meeting of 11 February 2020</b>			