

Minutes of Executive Team Meeting held on Thursday 9 June 2016

In attendance: K Donnelly, Chair (C&AG)
 Janet Sides(AAG)
 L Mason (AAG)
 E Bradley (AAG)
 Brandon McMaster (Director)

Secretariat: Joe Campbell (Audit Manager)
 Louise Donnelly (Senior Divisional Secretary)

1.	<p>Minutes of Previous Meeting</p>	
2.	<p>Matters Arising Minutes of the previous meeting held on 12 May 2016 were agreed subject to minor amendment and Matters Arising updated.</p> <p>For completeness, the key issues addressed in the business meeting of 23 May have also been recorded as follows:</p> <p>Draft Annual Report and Accounts 2015-16 J Sides briefed the meeting on the paper presented. She confirmed that it met the requirements of FREM and that it would be quality assured by the Office's technical unit.</p> <p>In considering the paper, it was agreed that E Bradley and J Campbell would revisit the impacts with a view to obtaining more up to date qualitative examples. The remainder of the report was reviewed by the Team, and approved subject to minor amendments.</p> <p>Variance Paper 2015-16 Following discussion, the paper was noted by the Committee.</p> <p>Senior Management/Non-Executive members' expenses The paper was noted by the Committee.</p>	<p>E BRADLEY J CAMPBELL</p>
3.	<p>3.1 Finance Update J Sides briefed the Committee on the financial projections for 2016-17.</p> <p>3.2 Pay Offer The pay offer is being prepared. Once the C&AG has approved, it will issue to the trade unions.</p> <p>3.3 VES The details of the new voluntary exit scheme will be issued to staff w/c 27 June.</p>	<p>C&AG</p> <p>B McMASTER</p>
4.	<p>4.1 Corporate Risk Register The register was discussed and agreed subject to minor amendment. J Campbell will follow up on these issues.</p>	<p>J CAMPBELL</p>

5.	<p>5.1 Business Plan The meeting was briefed by Janet Sides on the draft business plan, following which it was endorsed by the Executive Team.</p> <p>5.2 Disability Action Plan Draft plan for the period 2016-2021 was presented to the meeting. It was noted that it will be issued for consultation.</p>	<p>J SIDES</p> <p>B McMASTER</p>
6.	<p>Transparency Report The draft report was considered and agreed.</p>	
7.	<p>7.1 Strategy for contracting out financial audits - The Team agreed the final draft of this strategy. L Mason will liaise with the Directorate to establish the most effective way to communicate the information to staff.</p> <p>7.2 NIAO BCP Testing The issue of BCP testing was discussed in order to address concerns raised by internal audit and the Audit Committee on this issue. It was agreed that a BCP test will be conducted in 2016-17, which will incorporate establishing the Incident Management Team and the Incident Control Centre.</p> <p>7.3 Time and Date of next meeting 7 July 2016</p> <p>7.4 Matters to be communicated Internal Audit coming into the office next week.</p>	<p>L MASON</p> <p>J CAMPBELL</p>