

Minutes of Executive Team Meeting held on Thursday 7 April 2016

In attendance: K Donnelly, Chair (C&AG)
 Janet Sides (AAG)
 L Mason (AAG)
 E Bradley (AAG)
 A Allen (Audit Manager) Agenda Item 3

Secretariat: Joe Campbell (Audit Manager)
 Karen Taylor (Minutes)

Apologies: Brandon McMaster

Meeting Details	Responsibility for action
<p>1. Minutes of Previous Meeting 2. Matters Arising</p> <p>Minutes of the previous meeting held on 10 March 2016 were agreed and Matters Arising updated.</p> <p>For the record, it was noted the Executive Team decided on 15 March 2016 that the Office will adopt ICAI as its training qualification for the 2016 graduate recruitment exercise. An associated action plan and time line for the recruitment process is being progressed.</p>	
<p>3. Finance</p> <p>A Allen provided an update to the Executive Team and advised he is waiting for all returns to be made before the final 2015-16 outturn position will be known. The Executive Team considered an initial working draft of the Annual Report and Accounts and asked members to provide Finance with any feedback on the template, restructured in line with the 2015-16 Financial Reporting Manual, and graphics by 15 April 2016.</p>	Executive Team members
<p>4. Internal Audit</p> <p>The Executive Team noted the position on Internal Audit work, including its review of risk management, and follow up report on the implementation of recommendations. These reports will be presented to the April Audit Committee meeting.</p>	
<p>5. Scheduled reports/returns</p> <p>The Executive Team considered routine reports. Of note:</p> <ul style="list-style-type: none"> • Hospitality register The team requested that more detail is inserted for each entry to enhance clarity, and that the register should be circulated to directors and audit managers to ensure accuracy and completeness. • HR sickness absence quarterly return The Executive Team asked that the statistics are broken down by days 	JC

<p>per employee and by cluster and grade. It will also seek further analysis where there is any sudden increase in absence.</p> <ul style="list-style-type: none"> • Internal whistleblowing Two ongoing cases noted. • External whistleblowing More detailed update of certain cases required. 	<p>LM</p>
<p>6. Risk</p> <p>The Executive Team considered the Corporate Risk Register (CRR), confirming it was content with each of the risks and the corresponding ratings. It discussed the actions in place to improve controls and the target dates for these.</p> <p>The Team also examined the Operational Audit Risk Register, and its linkage to the CRR. Operational assurance statements relating to the management of risk during 2015-16 were noted.</p> <p>A paper on the Office's VFM Discipline was discussed, which highlighted resourcing matters.</p> <p>The Team agreed the principles of the paper, namely that there was a need to:</p> <ul style="list-style-type: none"> • rebuild capacity and capability; and • develop a coherent strategy to ensure delivery of all corporate and operational objectives. <p>EB to consider further, including obtaining Corporate Support (HR) input.</p>	<p>EB</p>
<p>7. Provision of management information to the Executive Team</p> <p>The team discussed a comprehensive paper addressing management information, and agreed the information it required, including frequency of reports, going forward. This will be formalised into its 2016-17 programme.</p>	<p>JC</p>
<p>8. Corporate Plan</p> <p>The Executive Team noted the Foreword received from the Chair of the NI Assembly Audit Committee and arranged for the finalised plan to be placed on the Office intranet and website.</p> <p>The team also noted the 2016-17 Procurement Plan and emphasised that target dates should be agreed by all parties involved.</p>	
<p>9. AOB</p> <p>The external Stakeholder Engagement Strategy was discussed and an associated programme for seeking feedback from audited bodies about NIAO work agreed.</p> <p>The next meeting will be held on 12 May 2016.</p>	