

Minutes of Senior Management Team Meeting held on Thursday 16 February 2017

In attendance: K Donnelly, Chair (C&AG)
 L Mason (AAG)
 J Sides (AAG)
 R Allen (Director)
 C Kane (Director)
 D Lynn (Director)
 T Wilkinson (Director)
 C Whinnery (HR) - Agenda item 8.2

Apologies: S McKay (Director)
 N Gray (Director)

Secretariat: J Campbell (Audit Manager)
 L Donnelly (Senior Divisional Secretary)

1.	Minutes of Previous Meeting
2.	<p>Matters Arising Minutes of the previous Executive Team meeting held on 19 January 2017 were agreed and Matters Arising updated.</p>
3.	<p>Finance Members were informed that there will be no Spring Supplementary Estimate for 2016-17 due to the dissolution of the Assembly. The Office will therefore be held to account against the January monitoring submission.</p> <p>A budget reduction of 4 per cent is anticipated for 2017-18.</p>
4.	<p>Training and Development</p> <p>4.1. ICAS/FRC paper – Auditor Skills in a Changing Business World The paper was included at the request of the C&AG to inform the Senior Management Team, given its relevance to the development of the Office’s future Training and Development programme.</p> <p>4.2. Technical Training Update Feedback from staff on technical training has been very positive with further courses scheduled over the next two months. The C&AG thanked the technical team for their work to date. The team, in conjunction with operational staff, are currently liaising with other external sources to explore how to further develop the use of data analytics in public audit.</p> <p>4.3. Leadership and Management Training Update A paper was provided to the Team for information which set out the training courses delivered to date and the uptake of each of the courses. Members agreed that feedback should be sought from all attendees through PAMS.</p>
5.	<p>Risk Management Update In order to address the recent recommendations of the Internal Audit Report, the meeting was informed that the risk management process will be streamlined, incorporating the three existing risk registers into one Risk Register for the Office.</p>

6.	<p>External Audit Report on Workforce Strategy and Planning</p> <p>The report and its conclusions were welcomed by the Team. It was recognised that the recommendations arising from the review are important for the future direction and development of the Office. The C&AG indicated this would be taken forward by the new Chief Operating Officer.</p>
7.	<p>Performance System Update and Review</p> <p>7.1. As a result of a review of the new performance system it was agreed that there will be a reduction in the number of meetings from six to four in 2017.</p> <p>7.2. Currently a number of returns are outstanding; staff will be reminded of the requirement to complete all of these by 23 February at the very latest.</p>
8.	<p>Performance Monitoring</p> <p>8.1. Operational Monitoring Paper The Team welcomed the ongoing evolution of the paper, the format and content of which is addressing the recommendations arising from the internal audit report on Performance Monitoring. Members considered it to be more strategic in outlook with enhanced information in relation to performance against KPIs and targets.</p> <p>8.2. Corporate Services Monitoring Paper In addressing the corporate services monitoring report, members were informed that the current absenteeism policy is under review. It is anticipated that this policy will be drafted by 31 March. Following consultation with TUS, refresher training will be conducted with a view to ensuring that the revised policy will be applied on a consistent basis.</p> <p>Members agreed that absenteeism reports should be provided at each of the SMT meetings. It was further agreed that future reports would also highlight the numbers of staff who have not taken any sick leave during the period’</p> <p>8.3. Ongoing Business Plan Commitments A paper was submitted to brief members on progress against commitments on the Business Plan.</p> <p>8.4. Whistleblowing/MLA Correspondence The Team was updated on progress on the whistleblowing and MLA correspondence caseload. Members agreed that, going forward, all cases will have a RAG categorisation applied by the relevant director.</p>
9.	<p>Digital Strategy</p> <p>The draft strategy was formally endorsed by the Senior Management Team. The finalised strategy will be uploaded to NIAOmi.</p>
10.	<p>A.O.B.</p> <p>10.1 Next Meeting Meeting schedule will change to Tuesday mornings @ 10am going forward. Therefore the next meeting will be held on Tuesday 14 March (subsequently changed to Monday 20 March).</p> <p>10.2 Ipsos Mori MLA Survey Members were updated on the latest MLA survey results conducted by Ipsos Mori which had been considered by the Stakeholder Group.</p>

