

## Minutes of Executive Team Meeting held on Thursday 19 January 2017

**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. Minutes of Previous Meeting

Minutes of the meeting of 21 December 2016 were agreed subject to minor amendment.

### 2. Matters Arising

Members were informed that the 2016-17 pay settlement would be included in the January 2017 pay. Terms of reference for the planned pay review were being prepared.

It was agreed that further streamlining of performance monitoring information was required. AAGs to discuss further.

Concerns remained over the level of absenteeism in the current year. Revisions to the attendance management policy were being progressed, with corporate services meeting with TUS shortly to discuss.

Revised guidance on flexible working will be issued to staff by 31 January 2017. A health check programme has been reintroduced, and a series of seminars on health and wellbeing will commence in February 2017.

The use of the MKI application for public reporting work was discussed. Piloting will be further progressed this year.

### 3. Finance

It was reported that the Office would be attending a Department of Finance Workshop on 26 January which would further clarify the position in respect of the 2016-17 Spring Supplementary Estimate and 2017-18 Budget.

### 4. Internal Audit

Progress on implementing internal audit recommendations was noted. A risk workshop has been scheduled for 6 February 2017 to address Internal Audit's report on risk management. This would be attended by non executive members, internal audit and relevant NIAO staff.

### 5. HR

In addressing HR issues, members agreed that the Office's leave year should be aligned with the financial year (31 March).

The Graduate Trainee Accountant advertisement will issue week commencing 23 January with interviews scheduled for March 2017. It was also agreed that further consideration will be given to the issue of the appointment of qualified auditors.

In addressing the issue of the sandwich student scheme, it was agreed that this would continue, with the addition of a Corporate Services student to the normal audit intake.

The team considered the Office's draft Equality Scheme and Disability Action Plan, including the responses received from the consultation exercise. The latter were considered and taken on board, where appropriate. The C&AG will proceed to formal approval of the documents for submission to the Equality Commission.

#### **6. Corporate Risk Register**

Having addressed the current risk register, the team noted that the format of the register may change as a result of the forthcoming risk workshop.

#### **7. Corporate Plan**

Members were informed that the corporate plan has been drafted and will issue to non executive members and Directors for consideration. Following this consultation, it will be issued to the Department of Finance for comment.

#### **8. AOB**

**Impacts** – C&AG will meet with the operational AAGs to discuss the interim exercise.

**New Governance Structure** – As part of the adoption of the Top Structure Review recommendations, the Executive Team will be replaced by a Senior Management Team. This new structure will commence in February 2017. As a direct result, the directors' brief will also be rendered void as all directors will attend the Senior Management Team meeting.

**Departures** – This was the final meeting attended by Eddie Bradley and Brandon McMaster. Members expressed their appreciation to both on their contribution to the Executive Team.

**Next Meeting** – The first meeting of the Senior management Team will take place at 2:00pm on Thursday 16<sup>th</sup> February in the Conference Room.