

Minutes of Executive Team Meeting held on Tuesday 10 March 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)

<p>1. Minutes of Previous Meeting 2. Matters Arising</p> <p>Minutes of the previous meeting held on the 11 February 2016 were agreed and Matters Arising updated.</p>	
<p>3. Finance</p> <ul style="list-style-type: none"> • The Annual Report is currently being restructured and its presentation being refreshed. Drafting will commence with a mock paper being tabled at the next Executive Team scheduled for 7 April 2016. 	
<p>4. HR</p> <ul style="list-style-type: none"> • VES 7 Staff to leave at the end of March 2016, some outstanding issues have yet to be resolved. A review of lessons learned will be conducted for future reference by 30 April 2016. 	B McMaster
<p>5. Risk</p> <ul style="list-style-type: none"> • Corporate Risk Register Summary The Office's Risk Management Strategy has been endorsed by the Executive Team and the Audit Committee. • The Corporate Risk Register summary was considered and endorsed by the Executive Team. 	
<p>6. Strategic Review</p> <ul style="list-style-type: none"> • Provision of Management Information to the Executive Team The Executive Team considered potential management information reports that can be derived from Central Time and MKI Insight. It was agreed that further information detailing frequency and content of the reports would be considered in the next scheduled Executive Team meeting. • Business Plan 2016-17 Preliminary work underway. 	J Campbell and K Beattie
<p>7. Quarterly Returns</p> <ul style="list-style-type: none"> • Report on MLA Cases • Report on Whistleblowing Cases The Executive Team considered the reports presented. Further discussions will be held with the parties responsible for drafting the reports. 	C&AG

8. A.O.B.

- **NAO Report 'Accountability to Parliament for Taxpayers Money'** has been uploaded to NIAOmi for the attention of all staff.
- **Recruitment** - A separate meeting required with concerned parties to be scheduled ASAP to progress.

DRAFT