

## Minutes of Executive Team Meeting held on Tuesday 11 February 2016

In attendance: Janet Sides, Chair (AAG)  
 L Mason (AAG)  
 E Bradley (AAG)  
 Brandon McMaster (Director)

Apologies: Kieran Donnelly (C&AG)

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

<p><b>1. Minutes of Previous Meeting</b></p> <p><b>2. Matters Arising</b>          Minutes of the previous meetings held on 14 January 2016 were agreed and Matters Arising updated.</p> <p>Decisions taken at the business meeting of 28 January 2016 on risk management were formally endorsed, including changes to the Risk Management Strategy. The team also noted its consideration of the Corporate Risk Register and cluster/operational risk registers.</p>	
<p><b>3. Finance</b>          The 2015-16 forecast surplus (currently 1.5%) was discussed. Prompt payment statistics were good with no follow up action required. An update on 2016-17 charge out rates was provided – to be further considered by the Executive Team</p>	<b>J Sides</b>
<p><b>4. HR</b>          It was reported that the 2015-16 Voluntary Exit Scheme had concluded, and the final departures of staff taking would take place at the end of March 2016.</p>	
<p><b>5. Information Technology</b>          The Executive Team examined the quarterly progress report on IT matters. Points of note included:</p> <ul style="list-style-type: none"> <li>• temporary resource to be appointed to assist with current IT workload;</li> <li>• training for operational audit staff on IDEA application to be organised.</li> </ul>	<b>AAGs</b>
<p><b>6. Risk</b>          Further to the meeting of 28 January, changes to the corporate risk register were reviewed and some further amendments were agreed. J Campbell to progress. Updated risk register will be presented to the Audit Committee on Monday 15 February 2016.</p>	<b>J Campbell</b>
<p><b>7. Progress against audit targets</b>          The team welcomed the information provided which was more comprehensive and transparent for both financial and VFM audit than in previous reports. It was agreed that the statistics should issue to all staff.</p> <p>EB noted that there had been a significant loss of experienced AM staff from the VFM discipline in a relatively short time and we need to rebuild the</p>	<p style="text-align: center;"><b>J Campbell</b></p> <p style="text-align: center;"><b>Eddie Bradley</b></p>

<p>capability and capacity at this grade. It was agreed that EB would produce an options paper on this issue</p>	
<p><b>8. Internal Audit</b> Progress against internal audit recommendations was noted.</p>	
<p><b>9. A.O.B.</b></p> <ul style="list-style-type: none"> <li>• <b>Executive Team papers</b> The quality of papers provided to the Executive Team was discussed and it was concluded that these had improved and were meeting the needs of the Team.</li> <li>• <b>IT Strategy</b> AAGs to meet and discuss.</li> <li>• <b>Matters to be Communicated</b> Staff to be reminded re the completion of 2015 Performance Assessments.</li> </ul>	

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