

## Minutes of Executive Team Meeting held on Tuesday 14 January 2016

In attendance: Kieran Donnelly (C&AG)  
 L Mason (AAG)  
 Janet Sides (AAG)  
 E Bradley (AAG)  
 Brandon McMaster (Director)  
 Andrew Allen - Agenda Item 3 (Audit Manager)

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

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| <p><b>1. Minutes of Previous Meeting</b><br/> <b>2. Matters Arising</b></p> <p>Minutes of the meeting of 8 December 2015 were agreed and Matters Arising updated.</p>   |                                       |
| <p><b>3. Finance</b></p> <ul style="list-style-type: none"> <li>• <b>Financial Update</b> <ul style="list-style-type: none"> <li>– <b>Holiday Pay Accrual</b> - An updated position will be obtained in February 2016 following roll forward of 2015-16 annual leave balances.</li> <li>– <b>Consultancy</b> - It is anticipated this budget will increase.</li> <li>– <b>Training</b> - Technical training will take place before the year end, following identification of the Operational Clusters' needs.</li> </ul> </li> </ul>  |                                       |
| <p><b>4. HR</b></p> <ul style="list-style-type: none"> <li>• <b>VES</b><br/>       Issues have arisen with calculations of VES and the Office is working with NICS Pensions Branch to address this. Excluding a small number of exceptions, letters will be issued to the relevant staff on Friday afternoon. All staff will be updated via NIAOmi on progress to date.</li> <li>• <b>Sickness Absence Statistics</b><br/>       The Team were updated on recent figures. The information will now be communicated to the wider Directorate for information.</li> <li>• <b>Public/Privilege Holidays</b><br/>       Ongoing consideration by the Executive Team.</li> </ul> | <p>B McMaster<br/><br/>B McMaster</p> |
| <p><b>5. Internal Audit</b></p> <ul style="list-style-type: none"> <li>• <b>Outstanding Internal Audit Recommendations</b> - J Campbell to progress implementation.</li> <li>• <b>IA Reports Contracted Out Audits Paper</b><br/>       Presented for consideration.</li> </ul>   | <p>J Campbell</p>                     |

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| <p><b>6. MLA Survey</b></p> <ul style="list-style-type: none"><li>• New mandate discussed.</li></ul>  |  |
| <p><b>7. A.O.B.</b></p> <ul style="list-style-type: none"><li>• <b>Re-alignment - small audit approach</b> - L Mason and D Carville meeting TUS to progress.</li><li>• <b>Learning and Development Strategy</b> - B McMaster progressing with TUS.</li><li>• <b>Fast Stream Student</b> - Starting 1<sup>st</sup> February, staff updated via NIAOmi.</li></ul> |  |

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