

Minutes of Executive Team Meeting held on Thursday 10 November 2016

In attendance: K Donnelly, Chair (C&AG)
 J Sides(AAG)
 L Mason (AAG)
 E Bradley (AAG)
 C Whinnery (Agenda item 5)

Apologies: B McMaster (Director)

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

1.	Minutes of Previous Meeting	
2.	Matters Arising Minutes of the previous meeting held on 10 October 2016 were agreed subject to minor amendment and Matters Arising updated and rolled forward.	
3.	Finance There has been a reduction in the forecast surplus. Budget holders will be asked to provide updated forecasts to inform the January monitoring round.	
4.	Internal Audit 4.1 Open Audit Points One priority 2 recommendation and four priority 3 recommendations remain outstanding. These will be addressed in 2016-17.	
5.	HR 5.1 Operational Planning Resource planning is ongoing. A meeting has been scheduled to consider public reporting study proposals and staff allocation. Concerns were expressed whether the Office would achieve its delivery target of nine value for money reports in 2016-17. This led to further debate around the loss of experienced staff as a result of VES and how this would be addressed in the short to medium term. 5.2 VES Six staff have been selected and notified. Departure for all staff will be 31 January 2017. No determination was taken on an Office bid for VES funding for 2017-18. However, it was agreed that clarity should be sought around the timetable for the bidding process. 5.3 Recruitment Members were informed that the graduate recruitment process has commenced. Discussions were also held around potential apprenticeship recruitment. The meeting was informed that the Office was monitoring progress on this issue in NI Assembly business who have not yet decided how to administer the apprenticeship levy scheme.	

	<p>5.4 Attendance Management</p> <p>Members were updated on the latest position on sickness absence. They were also informed that Cluster C was following up through CAL awareness training on mental health. The Team also welcomed the work being done through I2E in addressing this issue.</p>	
6.	<p>Risk</p> <p>6.1 Corporate Risk Register</p> <p>The Risk Register was discussed and agreed subject to minor amendment. It was agreed that further consideration will be given at the Audit Committee and where a potential risk workshop would be considered.</p>	
7.	<p>Strategy</p> <p>7.1 Corporate Plan</p> <p>It was agreed that the date for consideration of the corporate plan by the NI Assembly Audit Committee would be established. Given the major restructuring of the plan in 2015-16, it was agreed that the 2016-17 paper would be an evolution of this document.</p> <p>A further Executive Team business meeting will be held to consider this document.</p>	
8.	<p>8.1 Stakeholder Engagement</p> <p>An action plan was submitted for information and discussion. It was agreed, in principle. However, members were given the opportunity for further input following the meeting.</p>	
9.	<p>AOB</p> <p>9.1 Impacts</p> <p>In considering the impacts circular it was agreed that an interim report on impacts should be built into the circular prior to issue to staff.</p>	