

## Minutes of Executive Team Meeting held on Thursday 13 October 2016

In attendance: K Donnelly, Chair (C&AG)  
 J Sides(AAG)  
 L Mason (AAG)  
 E Bradley (AAG)  
 B McMaster (Director)

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

Attendees C Whinnery (HR Adviser - 15:50 to 16:30)

<b>1.</b>	<b>Minutes of Previous Meeting</b>	
<b>2.</b>	<b>Matters Arising</b> Minutes of the previous meeting held on 8 September 2016 were agreed subject to minor amendment and Matters Arising updated.	
<b>3.</b>	<b>Finance</b> With the information gathering exercise complete, a paper has been submitted to the Department of Finance. The paper provides the department with an indication of what NIAO considers are potential savings achievable over the next three years.	
<b>4.</b>	<p><b>HR</b></p> <p><b>4.1 Leadership and Management Development</b>            Brandon McMaster informed the meeting that training plans have been issued, via NIAOmi, for the period up to 31 March 2017.</p> <p>A paper will issue soon to TUS on talent management.</p> <p>Positive feedback has been received from all who have participated on the Chameleon Programme to date. Staff are encouraged to partake in this programme.</p> <p><b>4.2 Workforce Planning</b>            Returns have been received which indicate a reduction of around three staff for 2017/18 and a steady state for the following two years.</p> <p>Having approved the paper, C&amp;AG turned to the next phase of manpower planning, resource planning. He reinforced the need for this exercise to commence with setting public reporting requirements at the outset and building financial audit requirements around this.</p> <p>In discussing the issue of workforce planning, the issue of VES and the need to bid for funding for 2017-18 was discussed. Following discussion, it was agreed that it would be prudent to seek such funding.</p>	<p>BMcM</p> <p>JS</p>

	<p><b>4.3 Flexible Working</b> A paper highlighting the benefits of home working and other forms of flexible working was discussed following a briefing from Caoimhe Whinnery. The Executive Team endorsed the recommendation to increase the home working cap to 24 days per year. It was agreed that this will be discussed with TUS and brought to the next Team Brief in November.</p> <p><b>4.4 Attendance Management</b> Following a briefing from Caoimhe Whinnery, it was agreed that the office will introduce awareness training on mental health for managers and will reintroduce a health check programme for staff.</p> <p><b>4.5 Recruitment</b> Plans will be progressed for the next graduate recruitment exercise and a business case would be developed in consideration of recruitment for apprenticeships.</p>	<p>BMcM</p> <p>BMcM</p> <p>BMcM</p>
5.	<p><b>Risk</b></p> <p><b>5.1 Corporate Risk Register</b> The Risk Register was endorsed, pending updates from the workshop held earlier in the morning.</p> <p><b>5.2 Issues Log</b> Nil Return</p>	
6.	<p><b>Stakeholder Engagement</b></p> <p><b>6.1</b> An Assembly action plan was submitted for information and discussion. The Team agreed to consider further and provide feedback to Louise Mason.</p> <p><b>6.2</b> Social Media Policy will be updated to enhance the use of the NIAO twitter account.</p>	
7.	<p><b>AOB</b></p> <p>Next meeting to be held at 2:00pm on 10 November in the C&amp;AG's Room at 2:00pm.</p>	