

## Minutes of Executive Team Meeting held on Thursday 8 September 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)

<b>1.</b>	<b>Minutes of Previous Meeting</b>	
<b>2.</b>	<b>Matters Arising</b> Minutes of the previous meeting held on 7 July 2016 were agreed subject to minor amendment and Matters Arising updated.	
<b>3.</b>	<p><b>Finance</b></p> <p><b>3.1 Finance Update</b> The Executive Team was updated on the 2016-17 financial position. Members' emphasised the need to ensure that high priority and essential projects/activity were progressed within budget availability. Members noted that resource requirements are currently being sought from budget holders for October Monitoring.</p> <p><b>3.2 Income Recovery</b> A paper on income recovery was considered. <b>C&amp;AG welcomed the</b> improvement in recovery of costs which had increased from 92.5 per cent in 2014-15 to 97.2 per cent in 2015-16.</p> <p><b>3.3 Office Finances 2017-18 to 2019-20</b> Members were informed that the Department of Finance (DoF) has commissioned an information gathering exercise to inform Budget deliberations. An Office return is required by 10 October. The team noted that a key consideration for the Office will be the impact of the rationalisation of government on its resource requirements.</p>	
<b>4.</b>	<p><b>HR</b></p> <p><b>4.1 Leadership and Management Development</b> A paper detailing future management and leadership requirements was discussed. Members were informed that the paper would be provided to TUS and issued to the Directorate.</p> <p><b>4.2 Workforce Planning</b> A Draft MIC on Workforce Planning was presented to the Team. Deadlines within the draft reflected the need to dovetail with the return to DoF for NI Budget Information (see 3.3 above).</p>	<p>J Campbell</p> <p>B McMaster</p>

	<p>The team noted the factors for consideration in this year’s planning, including Brexit and public sector restructuring. Members also agreed that consideration should be given to the requirement for new skillsets, such as data analytics.</p> <p>The C&amp;AG re-emphasised the requirement that resource allocation should focus firstly on public reporting needs, around which financial audit would be planned.</p>	
5.	<p><b>Governance</b></p> <p><b>5.1 Governance Framework</b></p> <p>The Executive Team approved changes to the Governance Framework document. Of note, it was agreed that the terms of reference for each component of the Office’s governance structure would be removed from the document and treated as a standalone document to facilitate update and sign off. The Executive Team Terms of Reference were considered, approved and signed by the C&amp;AG.</p> <p><b>5.2 NI Assembly Audit Committee</b></p> <p>The Team considered potential VFM topics for the Office’s external auditors to consider and conduct. These would be finalised for presentation to the Assembly Audit Committee meeting on 21 September.</p> <p><b>5.3 Internal Audit Strategy 2016-17 to 2018-19</b></p> <p>The draft Internal Audit Strategy was reviewed, and adjustments/clarification identified for Internal Audit’s consideration. The strategy will be forwarded to the Directorate following formal approval by the NIAO Audit Committee.</p> <p><b>5.4 Corporate Risk Register</b></p> <p>A revised risk register was tabled for discussion. It was agreed that it would be retained in its current format until the outcome of a half day Risk Workshop organised for Non-Executive members and the Executive Team later this calendar year.</p>	J Campbell
6.	<p><b>Strategy</b></p> <p><b>6.1 Business Continuity Plan and Crisis Management Plan</b></p> <p>The Team were content with the updates to both plans.</p>	

<p><b>7.</b></p>	<p><b>Performance Monitoring</b></p> <p><b>7.1 Performance Monitoring - Audit</b></p> <p>Key performance information was considered by the Executive Team. The C&amp;AG congratulated the resource account financial audit teams for the savings achieved against both budget and the previous year. The Team was pleased to note the improvement in the coverage of the performance progress report and discussed how this could further evolve (see 7.3 below).</p> <p><b>7.2 Performance Monitoring Cluster C</b></p> <p>Absenteeism, IT, Learning and Development and Cost of Corporate activities were discussed. It was agreed that staff will be reminded at Team Brief of the importance of keeping timesheets up to date.</p> <p><b>7.3 NAO Report - Management Information</b></p> <p>The Team welcomed a paper proposing how management information could be further improved. It was agreed that J Sides should lead an exercise to consider key information requirements to assist senior management in overseeing the business of the Office.</p>	<p>J Sides</p>
<p><b>8.</b></p>	<p><b>AOB</b></p> <p><b>8.1 Visit to WAO</b></p> <p>A summary paper was provided by J Campbell detailing his findings from a recent visit to WAO with the Audit Committee Chair.</p>	