

# **AGENDA**

**C&AG's Advisory Group Meeting  
Thursday 11<sup>th</sup> June 2015 at 1.30pm  
Conference Room 2<sup>nd</sup> Floor**

## **SECTION 1 – PRELIMINARY/ADMINISTRATION**

1. Apologies
2. Declaration of conflicts of interest
3. Minutes of meeting held 24<sup>th</sup> April 2015 and matters arising

## **SECTION 2 – BUSINESS IMPROVEMENT PROJECT**

1. BIP Oral Update
2. Pulse Survey

## **SECTION 3 –AOB**

## MINUTES OF C&AG'S ADVISORY GROUP MEETING THURSDAY 11<sup>th</sup> June 2015

**Present** Paul Douglas (Non Executive Member - Chair)  
Mary Halton (Non Executive Member)  
Áine Gallagher (Non Executive Member)  
Kieran Donnelly (Comptroller & Auditor General - Chair)  
Janet Sides (AAG Corporate Support)  
Louise Mason (AAG Financial Audit)

**Apologies** Eddie Bradley (AAG Public Reporting)

**In Attendance** Brandon McMaster (Director Corporate Support)  
Rodney Allen (Director)  
Sean Beattie (Audit Manager)  
Joe Campbell (Secretary)

### 1. Preliminary/Administration

**Declaration of Conflicts of Interest** - There were no issues declared by members which would be in conflict with the agenda for the meeting.

**Minutes of meeting held 24 April 2015** – Noted and agreed.

### 2. Business Restructuring

**IT** - B McMaster delivered a short brief on progress on business restructuring. With reference to the target date of 30 September, he confirmed that this deadline would be achieved in relation to various outstanding matters in IT. He informed the group that, in the short term, the IT resourcing has been resolved with the secondment of a member of staff from IT Assist. Additional in-house resourcing has also become available and, as a result, progress is being made in the development and update of the CentralTime application.

**Performance Management** - In relation to the development of the new Performance Management System, B McMaster informed members that its introduction had been moved from 1 July 2015 to 1 January 2016 to provide sufficient time for system development and staff training.

He also briefed the members on the revision of the Learning and Development Strategy and development of the long term training plan which is underway. It was noted that grade role profiles have also been re-visited and will be considered by the Executive team on 28 June.

**Pulse Survey** - B McMaster gave a short outline on how the restructuring project had been working “on the ground”. The Group was informed that following the initial pulse survey, it had been decided to reschedule lay the next survey from 30 June to 30 September. It was explained that this was to provide the project team with time to review the results of the initial survey, take on board the findings of the Health and Safety Executive Survey which should conclude in July, and develop and introduce an action plan. M Halton supported this approach as it was key for staff to see that management were listening to their concerns.

He informed the meeting that, despite disappointing results in the pulse survey and an indication of little progress in the HSE review he was aware, by anecdotal evidence, of a better spread of workload and a less pressurised environment in financial audits as summer recess approaches. This was being achieved in a period when the number of temporary staff has reduced from 28 (2014) to 4 (2015) together with greater cross-fertilisation in the use of staff previously engaged solely in public reporting. As a result, the Group agreed that the following pulse survey should seek feedback on how well the new clusters operated during the peak period for financial audit.

#### **Cluster 2 presentation (Rodney Allen and Sean Beattie )**

R Allen introduced the presentation by detailing the work programme for Cluster 2 and S Beattie set out the regular meetings and communications to staff within the cluster and the resource management process it operates. They identified that since the restructuring there was an increased focus on resource planning and planning schedules were transparent and available to all staff. However, while there had been progress in improving communications in Cluster 2 there is still work to do on communications, particularly between the clusters.

Issues in relation to workload and resourcing were also discussed. It was recognised that some efficiencies had been achieved, but R Allen and S Beattie outlined a number of challenges that the Office needed to address. In summary, the Group concluded that there had been a reasonable start to business restructuring, but many challenges lay ahead.

### **3. AOB**

#### **Forward Work Programme**

The Group agreed that the Business Improvement Programme would be a standing item on the agenda. For the forthcoming meetings the key items were set as follows:

11 September 2015    2<sup>nd</sup> Pulse Survey

6 November 2015    Training Strategy

February 2016        Progression against Action Plan for BIP

#### **Secondment Opportunities**

It was agreed that the Office should pursue secondments to the other supreme audit institutions.