

AGENDA

**C&AG's Advisory Group Meeting
Thursday 5th February 2015 at 1.30pm
Conference Room 2nd Floor**

SECTION 1 – PRELIMINARY/ADMINISTRATION

1. Apologies
2. Declaration of conflicts of interest
3. Minutes of meeting held 28th November and matters arising

SECTION 2 – UPDATES

1. Minutes from NIAO Executive Team meetings;
 - 20 November 2014
 - 25 November 2014
 - 22 December 2014

SECTION 3 – BUSINESS IMPROVEMENT PROJECT

1. Business Restructuring Paper

SECTION 4 –AOB

MINUTES OF C&AG'S ADVISORY GROUP MEETING THURSDAY 5th February 2015

Present

- Kieran Donnelly (Comptroller & Auditor General - Chair)
- Mary Halton (Non Executive Member)
- Paul Douglas (Non Executive Member)
- Áine Gallagher (Non Executive Member)
- Janet Sides (AAG Division A)
- Eddie Bradley (AAG Division V)
- Brandon McMaster (Director Corporate Services)
- Louise Mason (AAG Division F)

In Attendance

- Neil Gray (Director – Cluster 3)
- Colette Kane (Director – Cluster 3)
- Joe Campbell (Secretary)

The Advisory Group discussed:

- Minutes from NIAO Executive Team meetings:
- Business Restructuring Paper

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 28 November 2014 – Consideration of the minutes was postponed until the next meeting.

2. Minutes of Executive Team Minutes

The minutes of the Executive team meetings of:

- 20 November 2014
- 25 November 2014
- 22 December 2014

were noted by the Group.

3. Business Restructuring

CK and NG briefed the meeting on the practical outworkings of the project, with a particular focus on the formation of the structures and the prioritisation and allocation of work. They set out how they had adopted a number of key principles in the establishment of their cluster –

1. Resource Financial audits at the outset
2. Allocate jobs to Audit Managers as soon as possible
3. Be vigilant in preventing the potential establishment of branches
4. Continuity, where possible, in the allocation of jobs - it was recognised that this was particularly challenging at higher levels.
5. Adopt a client and people focus to cluster operations
6. Communicate on a regular basis to
 - inform staff of the work allocation
 - make them aware that their skill sets will be key to this process
 - recognise training needs, where staff have been allocated to work across disciplines
 - provide reassurance, particularly to those staff previously working in Division V.

From their perspective the key to this process was buy-in by senior management who needed to sell the project and lead by example. To date this has been successful within their cluster as Audit Managers have been open to challenge and staff have recognised the need for personal development and change.

The Group discussed the presentation in some detail and congratulated CK and NG on their success to date. They encouraged the Project Team to communicate and celebrate achievements as significant milestones were reached. It was also recognised that there was a need to maintain momentum and to share successful approaches and positive experiences between the clusters.

5. AOB

The date of the next Advisory Group meeting and its agenda will be agreed and communicated by the Secretariat.

