

MINUTES OF C&AG'S ADVISORY GROUP MEETING HELD ON 13TH FEBRUARY 2014

In Attendance

Gary Martin (Chair – Non Executive Member)
Mary Halton (Non Executive Member)
Daniel McLarnon (Non Executive Member)
Kieran Donnelly (Comptroller & Auditor General)
Louise Mason (AAG Division F)
Janet Sides (AAG Division A)
Eddie Bradley (AAG Division V)
Brandon McMaster (Director Business Improvement)

Calwell Steele (Secretary)

1. PRELIMINARY/ADMINISTRATION

1.1 Apologies.

There was full attendance of members at the meeting.

1.2 Declaration of Conflicts of Interest

There were no issues declared by members which would be in conflict with the agenda for the meeting.

1.3 Minutes of meeting held 8th November 2013 and matters arising

Minutes of the previous meeting were agreed.

2. UPDATES

2.1 Members had received copies of the minutes of the Executive Team meetings held since the previous Group meeting. Updates of these and any other relevant minutes of meetings under the new structure or other relevant information will continue to be a standing item on future agendas.

3. STRATEGIC RESOURCING ISSUES

3.1 Business Improvement Programme, Workforce Planning, Next Steps

Mr McMaster provided members of the group with an update of progress on the business improvement programme. He spoke on;

- The outcome of the workforce planning review.
- The delivery of the results of Phase 1 to staff.
- Progress on short term improvements.

- Phase 2 of the programme which will cover: Vision and Values; development of options for workforce planning in the future; Training and Development; Stakeholder Engagement; and Communications.

There followed an in depth discussion on a number of relevant issues. The group acknowledged the considerable progress to date in proactively addressing matters arising from staff survey and their incorporation into the future focus of the Business Improvement Plan and agreed with the approach being taken in Phase 2.

1. STAKEHOLDER ENGAGEMENT

- 4.1** Mrs. Mason informed the meeting that the paper on stakeholder engagement had been revised and an annex is to be added which will cover roles and responsibilities. The Group commended the team working on the Stakeholder Engagement strategy, noting that it looked forward to receiving updates on developments of the work in progress in due course.

1.2 Emerging Issues

The Chair will prepare a paper setting out the new structure and governance arrangements for NIAO, in light of the review of governance structures and processes initiated in 2013 as part of an on-going commitment to incorporate best practice enhancements. The paper will further feed into the Governance Statement required as part of the year end accounts process, as well as contributing to the upcoming Memorandum of Understanding being prepared for presentation to the Audit Committee of the Northern Ireland Assembly in March.

2. AOB

The next Advisory Group meeting will be held on Friday 4th April 2014.