

COMMISSIONERS' BUSINESS MEETING: SUMMARY MINUTES

1-Apr-2008		
Agenda		
1. Introduction		The Chair welcomed those present, and advised that the Head of NIO IT Security would join the meeting to outline the new data handling requirements introduced by Government.
2. Minutes of meeting held on 22 January 2008 and matters arising		Commissioners agreed the minutes of the previous business meeting.
3. Business Plan		Commissioners discussed and agreed the 2008/09 Business Plan.
	Draft Protocols	Commissioners considered the draft Protocols which set out how, and in what circumstances, Commissioners would collectively or individually, engage with CPG and how they should engage with each other.
4. Update on senior competitions	Recent Senior Competitions	Commissioners shared their experiences of chairing recent SCS competitions reflecting recent process changes including the transfer to HRConnect. They noted that CPG was currently developing a process map outlining each stage in the SCS recruitment process and assigning respective responsibilities. It was agreed that the Chairperson's Checklist should be revised to reflect new terminology and changes introduced as a result of the move to HRConnect.
	Up-date on senior competitions	Commissioners noted the current status in relation to ongoing SCS competitions and appointments that had been made as exceptions to the Merit Principle.
	CPG workshops	Commissioners agreed to continue with the series of workshops where they examine a range of issues with CPG.
	Data Handling	Commissioners received a presentation outlining the new data handling requirements. The rationale for the new arrangements being introduced across the NIO was explained, and the importance of taking all the necessary steps to protect data was emphasised, including the fact that, on receipt of information, Commissioners automatically became personally responsible for the security of that information.
5. Audit	Attracting Candidates Audit	It was agreed that the Diversity Sub-group should meet to consider the CPG response to the audit recommendations in detail and bring forward a collective view for Commissioners to consider in plenary.
	Selection Processes Audit	Commissioners noted that a formal response from the NICS was anticipated.
6. Code of Ethics	Code of Ethics Cases	Commissioners were advised of a new request for consideration under the Code of Ethics. It was noted that the Secretariat had written to the party seeking further information and a submission would be made to Commissioners in due course.
7. Equality duties	Equality Scheme Implementation Plan	Commissioners noted that work to complete the Annual Progress Report to the Equality Commission would commence shortly and a draft would be circulated to Commissioners for consideration in due course.
	Disability Action Plan	Commissioners noted the 30% response rate in relation to the consultation exercise with all key stakeholders to confirm contact details and gauge their continued interest in being included in future

		OCSC consultation exercises.
	Casework and Submissions	Commissioners discussed casework and submissions forwarded to them for consideration.
	Any other business	Commissioners noted the key issues which arose during recent Links meetings with Permanent Secretaries.
	Future meetings / events	Commissioners noted the forthcoming meetings, the details of which had been circulated.