

## COMMISSIONERS' BUSINESS MEETING: SUMMARY MINUTES

<b>1-Dec-2008</b>		
<b>Agenda</b>		
1. Introduction		The Chair welcomed those present including the new B2 appointed on 24 November
2. Minutes of meeting held on 16 Sept 2008 and matters arising		The Chair referred to the new structure to business meetings introduced to result in more focused discussion on issues of strategic importance.  Commissioners agreed the minutes of the previous business meeting.
	Audit	Commissioners discussed the draft Communication Processes Audit Report and noted a meeting with the auditors scheduled for 17 December the initial findings on the Effectiveness of Training audit were due to be presented. Commissioners agreed that diversity might be an appropriate topic for a strategic discussion at the full PSG meeting on 30 January
	Discussion papers	Disability Action Plan: Commissioners noted and agreed the revised Disability Action Plan  Protocols for internal / external engagement: Commissioners noted and agreed a number of minor amendments and scheduled a further review for December 2009.  Website contract: Commissioners noted the level of satisfaction with the current website provider and agreed to roll-over the current contract for a further and final year.
	Main Discussion	Commissioners agreed to structure discussion around key issues raised at their 20 October brainstorming session and examined a number of areas identified as falling within their statutory role, including their regulatory role, a review of the Recruitment Code, promoting equality and the Code of Ethics. It was agreed that this conversation should be continued at the January business meeting.
		The Chair of the Consumer Council for Northern Ireland, joined Commissioners over lunch and provided an insight into experiences of engaging with stakeholders.
	Any Other Business	Budget – November Monitoring: an easement of £5k had been returned to the NIO Political Directorate.  Data Handling – Commissioners were advised that they would be provided with new encrypted laptops.  Evacuation Procedures – Commissioners were advised of the emergency evacuation procedures for Windsor House.

