

# COMMISSIONERS' BUSINESS MEETING: SUMMARY MINUTES

29-September-2009		
Agenda		
1. Introduction and minutes of meeting held on 19 May 2009 and matters arising		The Chair welcomed Commissioners and acknowledged the contribution of Brian Carlin and Alan Henry as outgoing Commissioners. The minutes of the previous meeting were agreed.
	FOI request	Commissioners discussed an FOI request and agreed a response for issue.
	Main Discussion	Commissioners focused on continuing the review of the Recruitment Code and identified actions to be taken forward by the Secretariat.
	Annual Report	Commissioners considered the first draft of the 08/09 Annual Report and agreed to discuss the provision of data for the report at the next CHR meeting.
	Links Meeting	Commissioners agreed the final documents for circulation.
	Human Rights Policy Statement	Commissioners agreed, subject to 1 minor amendment, the Human Rights Policy Statement and arranged for publication on the website.
	<u>Audit</u> Audit Contract	Commissioners noted that the evaluation of tenders had been completed and agreed to have a clarification meeting prior to the award of the contract.
	Communication Processes Audit	Commissioners noted the NICS response to the audit and agreed points for exploration at the 13 October meeting with CHR.
	Effectiveness of Training Audit	Commissioners agreed to discuss this audit at the CHR meeting.
	2009/10 Programme of Audit	Commissioners proposed a change to the 09/10 Audit Programme and agreed to seek CHR agreement to the revision.
	Code of Ethics	Commissioners considered a request received and agreed that it was not a matter to be considered under the Code of Ethics. It was agreed that the Secretariat would respond conveying Commissioners' decision.
	<u>Any Other Business</u>	
	Sir Neil McIntosh	Sir Neil McIntosh, GB Link Commissioner for Scotland and NIO, attended part of the afternoon session and updated Commissioners on developments in GB.
	Filling of additional posts from Merit Lists	Commissioners deferred discussion until the October meeting.
	Business Planning Day	Commissioners agreed an agenda for the 10 November Business Planning day.
	Areas for discussion with CHR	Commissioners agreed agenda items for the CHR meeting.
	Budget	The Secretariat updated Commissioners on the budgetary position.