

COMMISSIONERS' BUSINESS MEETING: SUMMARY MINUTES

1-Dec-2009		
Agenda		
1. Introduction and minutes of meeting held on 29 September 2009 and matters arising		The Chair welcomed Commissioners and the minutes of the previous meeting were agreed.
	Main Discussion	Commissioners reviewed the Appendices to the Recruitment Code and proposed a number of amendments.
	<u>Audit</u> Effectiveness of Training Audit	A response had not been received from the NICS and it was agreed that the Secretariat would follow this up.
	2009/10 Programme of Audit Terms of Reference	Commissioners discussed the revised draft Terms of Reference received from the auditors and agreed that some further work was required.
	Annual Report	Commissioners discussed the revised draft of the Annual Report and agreed, subject to a few final amendments, that the Secretariat should begin arrangements for publication.
	Draft Business Plan 2010/11	Commissioners discussed and agreed the draft Business Plan, subject to a few minor amendments.
	Draft Risk Register 2010/11	Commissioners discussed and agreed the draft Risk Register, subject to a few minor amendments.
	Draft Training & Development Plan 2010/11	Commissioners discussed and agreed the draft Training & Development Plan, subject to a few minor amendments
	Review of Protocols for engagement	Commissioners discussed and agreed a number of minor amendments to the Protocols. It was agreed that the Secretariat should share the updated version with CHR and schedule a further review in December 2010.
	<u>Any Other Business</u>	
	Confidential information disclosed and recorded during recruitment	Commissioners discussed the need to ensure that confidential information disclosed by candidates and recorded by panel members during the recruitment process was effectively handled and stored. It was agreed that this matter should be raised with CHR at the next meeting.
	Commissioners laptops	The Secretariat updated Commissioners regarding the provision of encrypted laptops.