

COMMISSIONERS' BUSINESS MEETING: SUMMARY MINUTES

27-Jan-2009		
Agenda		
1. Introduction		The Chairperson welcomed everyone to the first meeting of the New Year.
2. Minutes of meeting held on 1 December 2008 and matters arising		The Chair reminded everyone of the new approach to business meetings including the need to be more disciplined to ensure maximum time could be devoted to the main strategic discussion topic. Commissioners agreed the minutes of the previous business meeting.
	Audit	Commissioners discussed the Communication Processes Audit and agreed, subject to further amendments by the auditors, a draft Report should issue to CPG for a factual accuracy check. Commissioners noted a potential delay regarding receipt of the draft report on the Effectiveness of Training Audit. Commissioners discussed and agreed not to extend the audit contract. Commissioners agreed to initiate a procurement exercise to appoint new auditors.
	Proposed Audit Programme	Commissioners considered a number of possible audit topics to be explored in the 2009/10 Audit Programme.
	Draft Business documentation	Commissioners agreed the 2009/10 Draft Business Plan, Draft Risk Register, and the Draft Training & Development Plan, subject to minor amendments.
	The Commissioners' Role	The Assistant Crown Solicitor joined Commissioners for a discussion around the Commissioners' regulatory role.
	Any Other Business	The Proposed Induction Programme and the Website Contract were agreed. Commissioners considered and agreed to approve a request regarding Ministerial Interest in a senior competition Commissioners agreed discussion topics for the 30 January PSG meeting and also for the 11 February CPG meeting. Commissioners noted that encrypted laptops were due to be delivered and installed in around four weeks. Commissioners agreed to table as an agenda item for the next business meeting a discussion on experiences in recent competitions.