

COMMISSIONERS' BUSINESS MEETING: SUMMARY MINUTES

30-Mar-2009		
Agenda		
1. Introduction		The Chairperson welcomed those present and, in particular, the two new Commissioners to their first business meeting and outlined the broad 'by exception' approach to business meetings to ensure sufficient time was devoted to issues of strategic importance.
2. Minutes of meeting held on 27 January 2009 and matters arising		Commissioners agreed the minutes of the previous meeting and the action matrix.
	AUDIT Audit Contract	The new audit contract was discussed.
	Audit Programme	Commissioners noted the draft specification of the audit contract and a potential delay in award due to a backlog in Central Procurement Directorate, DFP. Two Commissioners agreed to participate in the evaluation of tenders and the selection process
	Internal audit of SCS approval process	A Commissioner agreed to undertake the annual internal audit of the four-stage process for SCS competitions.
	Communication Processes Audit	Commissioners agreed, subject to a few minor amendments following the factual accuracy check, that the final report on the Communication Processes Audit should issue to the NICS.
	Main Discussion	The Chairperson outlined the history of discussions to date regarding Commissioners' repositioning exercise and how this might be communicated to the NICS. Commissioners agreed to move towards implementation and agreed to meet on the afternoon of 21 April to begin the process of developing an Action Plan.
	Guidance Human Rights Issues	The Chairperson welcomed Peter O'Neill, Chief Executive and Deirdre McAliskey, Education Officer, from the Human Rights Commission who joined Commissioners over lunch to provide guidance on the Human Rights issues that Commissioners should be aware of in carrying out their role.
	Correspondence from CPG	Commissioners discussed correspondence from CPG and agreed on how they wished to respond.
	Casework	Commissioners considered a departmental request and agreed a response.
	Any other business	Commissioners agreed on agenda items for the 21 CPG April meeting. Commissioners agreed to forward to the Secretariat one or two questions for inclusion in a questionnaire aimed at assessing public perceptions of the NICS as an employer. It was agreed that the Secretariat would agree the final questions with the Chair.

