

CIVIL SERVICE COMMISSIONERS FOR NORTHERN IRELAND

SUMMARY RECORD OF BUSINESS MEETING

24 APRIL 2018

CONFERENCE ROOM, STORMONT HOUSE

ATTENDEES:

Commissioners

Brian Rowntree, Chairperson
Jim Scholes
Sinéad Burns

Secretariat

Joanne Dowling
Janet Carnduff
Lynne O'Neill
Carmel McDowell
Christine Donnelly

WELCOME

1. The Chairperson welcomed everyone to the meeting, in particular Christine Donnelly who had recently joined the team as EO. The Chairperson highlighted that this was his final Commissioners' Business meeting, as his Term of Office ends on 31 May 2018.

SUMMARY RECORD AND ACTION MATRIX OF JANUARY BUSINESS MEETING

2. Commissioners agreed both the Summary Record and Action Matrix of 23rd January 2018.

CONFLICT OF INTEREST AND MATTERS ARISING

3. Commissioners confirmed that they had no conflict of interest in relation to the April Business meeting agenda and papers.

SECRETARY'S REPORT [PAPER 09/18]

4. The Secretary presented the Secretary's report. Key highlights included:
 - business objectives and targets were on track;
 - the anticipated 2017/18 budget outturn was expected to fall within the required NIO target of 2%;
 - there has been no formal approval as yet from the Palace regarding the announcement of the new Chairperson; and
 - Secretariat staff attended an awareness session in preparation of GDPR legislation and there is a number of housekeeping actions required before the compliance date of 25 May 2018.

BUDGET REPORT [PAPER 10/18]

5. The Secretary presented the Budget paper and Commissioners were invited to note the end of year position and the budget allocation for the 2018/19 financial year.
6. Commissioners were also asked to note that the minor increase in the 2018/19 allocation was due to the increased charge for accommodation costs, which the NIO agreed to fund.

AUDIT AND REVIEW UPDATE [PAPER 11/18]

7. Commissioners discussed the NICS consolidated Statement of Compliance and considered the strength of the assurance and responsibility of Permanent Secretaries given the new accountability arrangement. Commissioners agreed to issue a response to the NICS accepting the consolidated Assurance, and agreed that it should be subject to a future compliance audit.

ACTION: Secretariat to draft a response in relation to the DoF Permanent Secretary Assurance and include as a future topic for review in Commissioners' Audit Plan

8. Commissioners noted that the Secretariat is preparing a submission on Appendix C compliance, which will be provided to Commissioners for consideration in due course.
9. It was noted that NICS HR had revised the terms of reference for their Review of Recruitment and Selection Training to include a review of Senior Civil Service refresher training. It was also noted that the review report is now expected at the end of May.

10. Provisional dates for future Audit meetings were agreed:

- Dedicated Audit meeting on 16 October 2018;
- NICS HR Engagement meeting on 23 October 2018;
- Dedicated Audit meeting on 5 March 2019; and
- NICS HR Engagement meeting on 12 March 2019.

ACTION: Secretariat to confirm Audit meetings dates with NICS HR and commissioners.

ANNUAL REPORT [PAPER 12/18]

11. Commissioners agreed the revisions to the sections of the Annual Report, subject to minor amendments. It was suggested that a section of the Annual Report should, as a matter of courtesy, be sent to the NICS HR Strategic Director prior to

publication.

12. Commissioners also considered and agreed the revisions to a draft response to NICS HR, subject to minor amendments regarding a review included in the Annual Report.
13. It was noted that the 'Monitoring Recruitment' section of the Annual Report is currently under review with further analysis of NICS HR statistics undertaken by the Secretariat.

**ACTIONS: Secretariat to issue the amended response to NICS HR
Secretariat to amend the draft sections in the Annual Report
and circulate to Commissioners**

INDUCTION OF NEW CHAIRPERSON [PAPER 13/18]

14. Commissioners agreed the proposed induction programme for the new Chairperson. The Secretariat agreed to send out provisional dates of meetings to the new Chairperson.

ACTION: Secretariat to confirm meetings for Commissioners and the new Chairperson

AOB

15. Commissioners enquired whether it would be possible to get Blackberries or some form of handset that enables them to open attachments, noting due to other commitments including overseas travel with work, it can be difficult to keep abreast of emails and updates in the absence of some type of mobile device. It was agreed that the issue would be explored and would be subject to budget availability.

ACTION: Secretariat to explore the issue with NIO on behalf of Commissioners and consider the cost implication

**Office of the Civil Service Commissioners
For Northern Ireland**