

# CIVIL SERVICE COMMISSIONERS FOR NORTHERN IRELAND

## SUMMARY RECORD OF BUSINESS MEETING 22 JANUARY 2019 CONFERENCE ROOM, STORMONT HOUSE

### ATTENDEES:

#### Commissioners

Deirdre Toner, Chairperson  
Jim Scholes  
Sinéad Burns

#### Secretariat

Sarah Teer  
Janet Carnduff  
Lynne O'Neill  
John Murphy

#### Invitees

John Morgan, Head of Information  
Management & Data Services Team,  
DoF, NICS

#### Apologies

None

### WELCOME

1. The Chairperson welcomed everyone to the meeting, the final business meeting of 2018/19.

### SUMMARY RECORD AND ACTION MATRIX OF SEPTEMBER BUSINESS MEETING

2. Commissioners agreed the Summary Record and Action Matrix of the 19 September 2018 meeting.

### CONFLICT OF INTEREST AND MATTERS ARISING

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

### SECRETARY'S REPORT (PAPER 1/19)

4. The Secretary presented her report outlining a summary of progress against the business planning documents and key outputs and activities since the last business meeting. Commissioners noted the updates which included that:

- all targets and objectives in the 2018/19 Business Plan are achieved or on target to be achieved;
- the anticipated year-end position for 2018/19 is expected to be within budget;
- there were 4 approvals for extensions to secondments granted by Commissioners during the reporting period; and
- there were temporary changes to NIO staff undertaking the sponsorship role of OCSC.

5. Commissioners noted a number of meetings taking place during the last quarter of the year.

**ACTIONS: Secretariat to liaise with ECNI regarding the equality awareness session.**

#### **BUDGET REPORT (PAPER 2/19)**

6. Commissioners noted the Budget update position. The Secretary highlighted the declared easement of £12k to NIO in the November Monitoring round, as a result of the timing of the appointment of Secretariat staff.
7. Commissioners noted the budget allocation for 2019/20 submitted to NIO which takes account of the £9k reduction in line with the SR 2015-20.
8. Commissioners noted that the Secretary had raised the issue of funding for Commissioners' chiring NICS competitions with NIO and that the Secretary would keep Commissioners updated on the matter.

**ACTION: Secretary to update Commissioners following discussion with NIO.**

#### **FEEDBACK ON SECRETARIAT (PAPER 3/19)**

9. The Secretary invited Commissioners to note their summary feedback report in relation to Secretariat support provided to date during 2018/19. The Secretary thanked Commissioners for their comments and appreciation of the ongoing positive support provided by the Secretariat. The Secretary provided an assurance that every effort would be made to maintain these high standards.

#### **AUDIT AND REVIEW UPDATE (PAPER 4/19)**

10. Commissioners noted the content of the audit update paper 4/19 setting out the current position in relation to the progression of work under the 2018/19 Audit and Review Plan.

#### **BUSINESS PLANNING DOCUMENTS (PAPER 5/19)**

11. Commissioners considered and agreed as final the draft 2015-20 Strategic Priorities and 2019/20 Business Plan; the 2019/20 Risk Register and 2019/20 Learning and Development Plan; and noted that the documents would be shared with the NIO in line with current governance arrangements.
12. Commissioners noted that at the November Business Planning Day they agreed to commence the Business Planning Process earlier to allow Commissioners to strategically review and identify their strategic priorities going forward. Commissioners agreed to commence the business planning process in May 2019.

**ACTIONS: Secretariat to send business planning documents to NIO and prepare for the publication of the 2019/20 Business Plan on the website in April 2019.**

**Secretariat to confirm the Business Planning date in May to Commissioners.**

### **GDPR AWARENESS SESSION (PAPER 6/19)**

13. Commissioners and Secretariat received an update on the General Data Protection Regulations (GDPR) that came into force on 25 May 2018 from the NICS along with an update on the current position and Information Commissioner's expectations regarding the implementation of the GDPR. There was discussion on the potential issues which may arise with the UK's departure from the European Union and contingency planning.

14. Commissioners noted the updated OCSC GDPR Action Plan. There was discussion on the OCSC Retention and Disposal Schedule and data sharing of personal information with NICS HR and HR Connect. Commissioners noted that OCSC GDPR Action Plan included the drafting of an OCSC Data Protection Policy and a Data Breach Protocol, which would be submitted for Commissioners' consideration in due course.

**ACTIONS: Secretary to contact PRONI regarding sign off of the OCSC Retention and Disposal Schedule.**

**Secretary to liaise with DPO's in DoF and ESS in relation to a MOU, Data Privacy Statements and data sharing.**

### **AOB**

15. Commissioners considered recent correspondence regarding casework and agreed to meet to discuss on 6 March 2019, if necessary.

16. Commissioners considered correspondence received from NICS HR in response to Commissioners' letter of 17 January seeking more information in relation to a recent extension to a merit list; and agreed to grant Stage C authorisation and to raise the matter with NICS HR during the forthcoming engagement meeting on 12 March 2019.

**ACTIONS: Secretariat, on behalf of Commissioners, to proceed to grant Supplementary Stage C authorisation for this recruitment competition.**

**Secretariat to include Implementation of the NICS HR Process for Merit list Extensions on the Agenda for the next NICS HR Engagement meeting.**

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