

## MEETING OF THE CHAIRPERSONS' LIAISON GROUP

TUESDAY 18 FEBRUARY 2014

Present: Mr Robin Swann MLA (Chairperson)

Mr Paul Givan MLA

Mr Danny Kinahan MLA

Miss Michelle McIlveen MLA

Mr Daithí McKay MLA

Mr Stephen Moutray MLA

Mr Mike Nesbitt MLA

Mr Mervyn Storey MLA

In attendance: Dr Gareth McGrath, Director of Clerking

Mrs Nuala Dunwoody, Clerk Assistant

Mr Damien Martin, Clerk Assistant

Ms Kathy O'Hanlon, Clerk to the Liaison Group

Mr Oliver Bellew, Assistant Assembly Clerk

Mr George McClelland, Clerical Supervisor

Mr Michael Greer, Clerical Supervisor

Mr Shane McAteer, Committee Clerk (Agenda Item 5)

Apologies: Mrs Michaela Boyle MLA

Mr Paul Frew MLA

Ms Anna Lo MBE MLA

Ms Maeve McLaughlin MLA

*1.00pm The meeting opened in closed session*

### **1. Apologies**

Apologies are listed above.

### **2. Minutes of the meeting on 21<sup>st</sup> January 2014**

The minutes of the meeting held on 21<sup>st</sup> January 2014 were agreed.

### **3. Matters Arising**

There were no matters arising.

### **4. Strategic Planning for CLG**

The Group noted a Clerk's paper on the recent strategic planning session held on 4 February. The Group was content to note it as an accurate record of the session. The Chairperson thanked those members who had attended the session.

### **5. Financial Scrutiny – Memorandum of Understanding on the Budget Process**

Members noted a paper by the Clerk of the Committee for Finance and Personnel (CFP) on the proposed memorandum of understanding (MoU) between the Executive and the Assembly on the budget process. The Chairperson welcomed the Clerk and Chairperson of CFP and invited them to brief the Group on the draft MoU and on proposed amendments to Standing Orders.

*1.03pm Mr Kinahan joined the meeting*

*1.07pm Mr Nesbitt joined the meeting*

Members heard that CFP is content with the MoU at this stage and that the draft is currently being considered by the Minister of Finance and Personnel. The Clerk to CFP confirmed that the MoU will go to the Executive for agreement.

The Chairperson thanked the Clerk and Mr McKay for the briefing.

### **6. Roof Project Update – Impact on Committees**

Members noted a briefing paper by the Clerk on the impact of the proposed roof project on the work of committees and their teams.

## **7. Draft Forward Work Programme**

*Agreed: Members noted and agreed the draft Forward Work Programme.*

## **8. Any other business**

Mr Nesbitt highlighted the difficulties experienced by the Committee for the Office of the First Minister and deputy First Minister regarding late cancellation and rescheduling of briefings by departmental officials; late receipt of briefing papers; and responses to correspondence being received outside agreed timescales.

*Agreed: It was agreed that a review should be undertaken by the Clerk to determine if similar issues have been encountered by other committees.*

*1.20pm Mr Moutray left the meeting*

## **9. Date, time and venue of next meeting**

The next meeting of the Liaison Group is scheduled to take place on Tuesday 18<sup>th</sup> March 2014 at 1.00pm in Room 21, Parliament Buildings.

**1.21pm** The Chairperson adjourned the meeting.

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Mr Robin Swann, Chairperson

25 March 2014