

MEETING OF THE CHAIRPERSONS' LIAISON GROUP

TUESDAY 19 NOVEMBER 2013

Present: Mr Paul Frew MLA
Mr Paul Givan MLA
Ms Anna Lo MBE MLA
Ms Maeve McLaughlin MLA
Mr Alex Maskey MLA
Mr Stephen Moutray MLA
Miss Michelle McIlveen MLA
Mr Jimmy Spratt 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 Brian Devlin, Head of IS Office (agenda item 5)
Mr Michael Cochrane, Application Development Manager (agenda item 5)

Apologies: Mr Robin Swann MLA (Chairperson)
Mr Patsy McGlone MLA (Deputy Chairperson)
Mrs Michaela Boyle MLA
Mr Danny Kinahan MLA
Mr Daithí McKay MLA
Mr Mike Nesbitt MLA

1.00pm The meeting opened in closed session

1. Election of Temporary Chairperson

In the absence of the Chairperson and Deputy Chairperson, the Committee Clerk took the Chair for the election of a temporary Chairperson to the Chairpersons' Liaison Group.

Motion: that Jimmy Spratt does take the Chair of the Committee.

Proposer: Mr Paul Frew

Seconder: Mrs Anna Lo

As there were no further nominees, the Clerk asked Mr Spratt to take the Chair.

2. Apologies

Apologies are detailed above.

1.01pm Miss McIlveen joined the meeting

3. Minutes of the meeting on 22nd October 2013

The minutes of the meeting on 22nd October 2013 were agreed.

4. Matters Arising

Committee Budgets

Damien Martin, Clerk Assistant, provided an update on Committee Budgets.

Chairpersons noted the pressure in respect of committee travel and that a bid for additional funding may be required at a later stage.

1.04pm Ms McLaughlin joined the meeting

Timeliness of Responses to Committee Correspondence

Members noted a briefing paper in relation to the review of timescales for interaction with Committees. The Clerk advised the Group that, whilst a small number of committees were experiencing difficulties in receiving correspondence in a timely fashion in accordance with the guidance, the majority of committees were satisfied that deadlines were being met. The Clerk also advised that the guidance on the timescales for interaction between committees and departments is currently being reviewed, and that this will be brought to a future meeting of the Group.

Handling arrangements for confidential documents

Damien Martin, Clerk Assistant, advised members that Committee Clerks had completed training in relation to information assurance and the handling of confidential documents. Members were informed that it would be for the relevant committee to decide on the level of control to be applied to documents with protective markings.

5. Update on Electronic Committee Packs

Damien Martin, Clerk Assistant, updated members on the progress of the electronic committee pack (ECP) project. Members noted that 103 members were now in receipt and trained on the use of the tablets which supported the ECP project.

Brian Devlin, Head of IS Office, and Michael Cochrane, Application Development Manager, addressed the technical issues raised by members in relation to the ECP.

Agreed: It was agreed that a list of top tips for the best use of the tablet devices would be produced for Members' information and that additional training for all users would be provided where needs arose.

1.24pm Mr Frew, Ms McIlveen and Ms McLaughlin left the meeting

1.26pm Mr Givan left the meeting

6. Strategic Planning for CLG

The Group was unable to consider this item as quorum had been lost.

7. Any other business

None.

8. Date, time and venue of next meeting

The next meeting of the Liaison Group is scheduled to take place on Tuesday 21st January 2013 at 1.00pm in Room 21, Parliament Buildings.

1.29pm The Chairperson adjourned the meeting.

Mr Robin Swann, Chairperson

21 January 2014