



**Northern Ireland
Assembly**

**Northern Ireland Assembly
Resource Accounts
For the year ended 31 March 2009**

*Laid before the Northern Ireland Assembly by the
Department of Finance and Personnel under
section 10(4) of the Government Resources
and Accounts Act (Northern Ireland) 2001*

03 July 2009

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Annual Report and Accounts for the year ended 31 March 2009

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Foreword by the Speaker

It gives me great pleasure to present the Annual Report and Accounts for the Northern Ireland Assembly for the 2008-2009 financial year. This report fulfils the Assembly's requirement to prepare and present an annual report and accounts under the Government Resources and Accounts Act (Northern Ireland) 2001.

This has been a challenging year, with significant changes and developments. The Assembly Commission has continued to move closer to achieving a fully resourced Assembly Secretariat and, during the year, implementation of a new Engagement Strategy began. The Assembly roadshows provided a valuable opportunity for our Assembly to engage with the citizens that it serves.

This Annual Report and Accounts provides facts and figures about the Assembly. As in previous years the Assembly Commission will also produce a report, dealing in greater detail with the work that the Assembly undertakes on behalf of the citizens of Northern Ireland.

I trust that these two documents will provide an insight into the work of the Assembly and how it plans and manages its resources.

William Hay MLA

Annual Report for the year ended 31 March 2009

The Northern Ireland Assembly presents its Annual Report and Accounts for the financial year ended 31 March 2009.

History and statutory background of the Northern Ireland Assembly

The Northern Ireland Assembly was established following the signing of the Belfast Agreement on Friday, 10 April 1998. The Agreement (also known as the Good Friday Agreement) was the result of extended talks between the political parties in Northern Ireland and the Governments of the United Kingdom and Ireland. The talks covered the way in which Northern Ireland should be governed in the future to ensure that the aspirations of all communities could be democratically accommodated.

The electorate of Northern Ireland endorsed the Belfast Agreement in a referendum held on 22 May 1998. This paved the way for legislation, the Northern Ireland Act 1998, which defined the future institutions of government in Northern Ireland, and provided for collaboration between the Governments of the United Kingdom, Northern Ireland and the Republic of Ireland.

The United Kingdom Parliament devolved powers of government to the Northern Ireland Assembly at midnight on 1 December 1999. The Assembly was then able to govern Northern Ireland in respect of transferred matters; and also reserved matters with the Secretary of State's consent. Excepted matters remained the responsibility of the United Kingdom Parliament.

- Transferred matters: e.g. education, health and agriculture;
- Reserved matters: e.g. policing and criminal law, which could be transferred to the Assembly at a later date;
- Excepted matters: e.g. defence, taxation and foreign policy, considered as matters of national importance.

The Northern Ireland Assembly was suspended with effect from midnight on Monday, 14 October 2002. During the subsequent period of suspension, the United Kingdom Government remained committed to trying to achieve a full restoration of devolution. The Northern Ireland Act 2006 established an interim Assembly on 15 May 2006. The Northern Ireland (St Andrews Agreement) Act 2006 established a Transitional Assembly on 24 November 2006 and set the date for elections to a new Northern Ireland Assembly. The Transitional Assembly's purpose was to take part in preparations for the restoration of devolved government in Northern Ireland in accordance with the St Andrews Agreement. The Northern Ireland (St Andrews Agreement) Act 2006 envisaged a restoration date for the Northern Ireland Assembly of 26 March 2007; restoration occurred on 8 May 2007.

The Assembly Commission and the Accounting Officer

Under section 40 of the Northern Ireland Act 1998 the Assembly elects a Commission, which has responsibility for providing the Assembly with the property, staff and services to carry out its business. The Commission is chaired by the Presiding Officer (known under Standing Orders as the "Speaker") and has five other members who are tasked with representing the interest of the Assembly and its 108 elected Members. During suspension, the Assembly

Commission was unable to meet and its responsibilities were assumed by the Secretary of State for Northern Ireland. On restoration of the Assembly on 8 May 2007, an Assembly Commission was elected under the chairmanship of the Presiding Officer, William Hay MLA.

For the period between 1 April 2008 and 31 July 2008, the interim Clerk to the Assembly, Mrs. Carol Devon, was the principal adviser to the Presiding Officer. This role has been undertaken from 19 August 2008 by Mr. Trevor Reaney. As well as advising the Presiding Officer on all procedural and organisational matters he is also the Director General of the Assembly Secretariat and is the Accounting Officer for all the Assembly's expenditure.

The Assembly Secretariat

The Assembly Secretariat are employed by the Assembly Commission to provide the Assembly with the supporting services required for the Assembly's purposes.

During 2007-2008, the Assembly Commission instigated a fundamental review of the Assembly Secretariat. The purpose of the review was to examine the purpose, aims and objectives of the Assembly Secretariat, identifying an appropriate organisational and management structure and to conduct a Capability Review. A full copy of the report can be found at <http://www.niassembly.gov.uk/commission/2007mandate/reports/review.htm>

As a result of the review a new Secretariat Management Group was established in August 2008 which assumed responsibility for implementing the remaining report recommendations. The membership of the Secretariat Management Group can be found in the Management Commentary – Corporate Governance Report on page 8.

The Assembly Commission continues to guide and direct the activities of the Assembly Secretariat through its Vision:

“An Assembly that strengthens democracy and engages the people in creating a better future for all”.

The Strategic Priorities (listed below) established by the Commission drive the work of the Assembly Secretariat and inform its Corporate Planning process.

1. To support the Assembly, its Speaker, Committees and Members in the performance of their parliamentary duties;
2. To deliver high quality corporate services in a manner that responds positively to the needs of the Assembly;
3. To develop a dedicated and valued parliamentary service whose officials act professionally and recognise the diversity of Members and colleagues;
4. To manage the Assembly's resources in an efficient and cost effective manner;
5. To ensure the effective operation of corporate governance, accountability, compliance and risk management arrangements;
6. To provide a secure environment for the Assembly, its Members, staff and

visitors, and

7. To implement the recommendations contained in the Assembly review report as approved by the Assembly Commission.

The Assembly Commission established three core values for the Assembly Secretariat, namely:

- 1 *Professionalism - reflected by a commitment to excellence; team-working; and a focus on meeting the needs of elected Members and the public whom the Assembly serves;*
- 2 *Integrity - reflected by political impartiality; honesty, and respect for diversity; and*
- 3 *Accountability - reflected by each member of staff taking responsibility for individual, team and corporate performance; and openness and transparency towards the public.*

These core values are fundamental for everything that the Secretariat undertakes to do and the Secretariat Management Group strives to ensure that they are embedded throughout the whole organisation.

Statutory Reporting

It is the Assembly Commission's practice to publish its Annual Report and Accounts, in respect of each financial year. The Annual Report and Accounts provides a comprehensive explanation of the work of the Commission and Assembly Secretariat and provides full details of all Assembly expenditure. The Commission will also produce a report on the work of the Assembly, as a legislature. Once the report is published it will be accessible on the Northern Ireland Assembly website: <http://www.niassembly.gov.uk>.

This Annual Report and Accounts covers the work of the Commission and the Assembly Secretariat in support of the legislature and fulfils the requirements of the Government Resources and Accounts Act (Northern Ireland) 2001. The Assembly's accounts are published annually and are available from The Stationery Office. Details of all sums paid to Members and former Members are published on the Assembly's web site. The Assembly has participated fully in all public expenditure exercises during the year and details of the Assembly's main and supplementary estimates are available from The Stationery Office.

Scope

The Northern Ireland Assembly does not support any agencies, non-departmental public bodies (NDPBs) or trading funds.

Register of interests

The Assembly's corporate body is the Assembly Commission. Commission Members are elected by the Assembly from its membership. Northern Ireland Assembly Standing Order 69(1) requires that a Register of Members' interests be established, published and made available for public inspection. Following the restoration of the Northern Ireland Assembly

on 8 May 2007, a Register of Members' Interests for the third mandate was established. The Register is continuously updated. The latest version of the Register can be viewed at <http://www.niassembly.gov.uk/members/expenses/register2.htm#p>

Pensions liabilities

Notes 1.11 and 9 to the Accounts and the Remuneration Report on pages 15 to 22 provide details of the pensions liabilities of the Assembly.

Auditors

The Assembly's financial statements are audited by the Comptroller and Auditor General, whose certificate appears on pages 29 to 31 of the Accounts. The notional cost of the work performed by the Northern Ireland Audit Office for 2008-2009 was £33,000 (2007-2008; £35,000) and related solely to audit services. The Comptroller and Auditor General is responsible for carrying out data matching exercises, as part of the bi-annual National Fraud Initiative, under his powers in Articles 4A to 4G of the Audit and Accountability (Northern Ireland) Order 2003. During the year the Northern Ireland Assembly paid £3,385 to the Northern Ireland Audit Office for this service.

Disclosure to Auditors

So far as the Accounting Officer is aware, there is no relevant audit information of which the Assembly's auditors are unaware and, the Accounting Officer has taken all reasonable steps to make himself aware of any relevant audit information and to establish that the Assembly's auditors are aware of that information.

Management Commentary

Key Aims and Objectives

During the 2008-2009 year, a revised corporate planning process, using a Balanced Scorecard approach, was implemented. The outputs from this process included a set of corporate objectives that are entirely in keeping with the Vision, Purpose and Values expressed by the Assembly Commission. The Aims and Objectives of the organisation were closely aligned to the continuing delivery of a fully functioning legislature supported by the Assembly Secretariat. The process sought to link the strategic objectives with the lower-level, Business Unit objectives and informed the risk management process.

The need to implement the agreed recommendations from the review of the Assembly Secretariat was also reflected in the Corporate Plan.

Principal Activities

Unlike an Executive Department, the Northern Ireland Assembly does not develop Public Service Agreement targets against its Key Objectives. The service delivery aspect of the Assembly's work relates to the procedural support, resources and services that it provides to the legislature to enable it to function effectively. Consequently, the outputs reported on in this Management Commentary are those that were developed internally in the Assembly to assist with the assessment of its performance during the year. These outputs were contained in the Assembly's Corporate Plan for 2008-2009.

The Corporate Plan

The implementation of the Assembly Secretariat Review recommendations and the planning and delivery of all the services required for a fully functioning legislature were the main determinants of the corporate objectives contained in the Assembly's Corporate Plan for 2008-2009.

The corporate objectives were augmented by including, for each objective, a measure of success and where appropriate a series of actions/initiatives with responsibility for meeting the objective allocated to a specific individual.

Delivery of the Corporate Plan

Responsibility for delivery of the outputs agreed in the Corporate Plan fell to the Assembly's executive management team. Regular updates on performance against each of the supporting targets in the Plan were received from managers across the organisation and presented to either the Interim Management Board or latterly the Secretariat Management Group.

Within the Corporate plan there were 19 objectives, with 52 supporting actions/initiatives. During the year, 38 of the supporting actions/initiatives were fully achieved, 9 were partially achieved, 3 were not achieved and 2 were deferred to the following financial year. Table 1 (at Annex A) summarises each objective and each supporting action/initiative.

Future developments

The Vision, Strategic Priorities and Values of the Assembly Commission and the results of the Assembly Secretariat Review informed the subsequent corporate planning process which re-iterated the commitment to the provision of the highest possible standards of service to Members of the Assembly. It also provided a focus for the Assembly's future intentions of preparing for the possibility of the devolution of Policing and Justice; preparing for the next Assembly mandate; and addressing the accommodation needs of an evolving Assembly that is seeking to increase the level of engagement and interaction between the Assembly as the legislature for Northern Ireland and the citizens it represents. It is not anticipated that future activities will require significant additional funding beyond the amounts already notified to the Department of Finance and Personnel.

Principal risks and uncertainties

Following the restoration of the Assembly on 8 May 2007, the principal risks and uncertainty relating to the work of the Assembly arose from the ongoing political environment. Although the Assembly has been relatively stable since restoration, political uncertainty or instability still affords the greatest risk to the Assembly.

Internally, the principal risks to the Assembly are identified and managed through a risk management regime. With the appointment of the Secretariat Management Group the corporate planning process has been revised and refined further. The approach for 2009-2010 and beyond, accompanied by the adoption of a new Risk Management Policy, provides a stronger emphasis on the identification and management of risks. Further details on the Assembly's capacity to handle risk, the risk and control framework within which the Assembly operates, and a review of effectiveness of the system of internal control are provided in the Statement on Internal Control on pages 24 to 28.

Post balance sheet events

There are no events occurring after the balance sheet date that require disclosure.

Equal opportunity policy (including employment of persons with a disability)

The Northern Ireland Assembly Commission is an equal opportunities employer. It does not discriminate against staff or eligible applicants on the grounds of gender, marital status, race, colour, nationality, ethnic origin, religion, disabilities, age or sexual orientation. Every possible step will be taken to ensure that staff are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career management are based solely on objective and job-related criteria. It will actively pursue arrangements for flexible working patterns and is committed to creating a culture in which individual differences are valued and respected. The Northern Ireland Assembly Commission does not tolerate any form of discrimination, harassment or victimisation. It is committed to providing a working environment where no one is disadvantaged.

Sickness Absence

There was an average absence rate of 4.3% during 2008-2009. The absence rate is the percentage of available working days which were lost due to sickness absence.

Personal Data Incidents

There were no Personal Data Incidents during the year.

Consultation with employees

The Assembly Commission and senior management make every effort to ensure that all staff are kept informed of the organisation's plans and developments. The main channels of communication include formal industrial relations processes (through the work of the Employee Relations Group and the Employee Relations Board), the intranet, office circulars, e-mail and regular team briefings. In addition, an Internal Communications Working Group provided advice and guidance on internal communications in the Assembly Secretariat, with the aim of ensuring that internal communications are of a high and appropriate standard. The group reported to the Secretariat Management Group on a quarterly basis.

The Secretariat Management Group is committed to delivering a Core Brief to all employees five times a year. This outlines developments and issues across the whole organisation. Delivery of the Core Brief is a formal and systematic process that ensures communication takes place between management and staff. Delivery of the Core Brief, if used well, is an effective tool for two way communication throughout the organisation. It is delivered to all staff within 72 hours of being published and a framework for formal feedback and addressing questions that arise from the delivery has been implemented.

A quarterly magazine called "Life on the Hill" is now in production, providing a light hearted look at the work of the Assembly and the achievements of the Secretariat. This has been a year of great change within the Assembly, particularly with respect to staffing. The Clerk to the Assembly / Director General has undertaken a series of briefings for the whole organisation, providing a forum for staff to ask questions regarding crucial staffing matters and to hear about relevant issues as they have arisen or as decisions have been made.

Policy on payment of suppliers

The Northern Ireland Assembly Commission's policy is to comply with the Confederation of British Industry's Prompt Payers' Code. However, in response to the difficult economic climate during 2008-2009, the Finance Minister, Mr Nigel Dodds, MLA introduced revised guidance on payment targets for all government departments in Northern Ireland on 1 December 2008. The guidance recommended that all departments attempt to make supplier payments within ten days of receipt. From December 2008, 95.4% of invoices were paid within the new suggested target of 10 days. Over the entire year 98.3% of all invoices (2007-2008; 98.2%) were paid within 30 days. The Assembly made no payment of interest under the Late Payment of Commercial Debts (Interest) Act 1988 during the year ended 31 March 2009.

Charitable donations

The Assembly has not made any charitable donations in the year.

Corporate Governance Report

In September 2005, the Department of Finance and Personnel issued HM Treasury’s publication “Corporate governance in central government departments: Code of good practice”. Even though the Northern Ireland Assembly is not a government department, many of the provisions contained in the guidance are relevant to, and could readily be applied to, the Assembly. In December 2006, further explanatory guidance on corporate governance reporting was issued by the Department of Finance and Personnel. This Corporate Governance Report has been prepared in accordance with this guidance.

The Management Board

The Northern Ireland Assembly has a two-tier management arrangement. The Assembly Commission has the legislative authority to provide the Assembly with the wide range of services needed by a modern legislature, but the day to day delivery of those services is vested through delegation to Clerk to the Assembly / Director General and through further delegations from him, in an executive management team. For the purposes of this Report, the corporate governance arrangements have been applied to the management team charged with the delivery of the services on behalf of the Assembly Commission with relevant disclosures made regarding the delegated authority given to that management team.

Following the publication of the Northern Ireland Assembly Secretariat Review Report, responsibility for the delivery of the work of the Assembly Secretariat fell to the Interim Management Board. From August 2008 this responsibility was transferred to the newly constituted Secretariat Management Group, which comprises the Clerk to the Assembly/Director General, the Director Clerking and Reporting, the Director of Resources, the Director of Engagement, the Director of Properties. The Director of Legal Services while not formally appointed to the Secretariat Management Group attends the bi-weekly meetings.

The Secretariat Management Group first met on 2 September 2008 and had responsibility for determining the strategic direction of the Assembly Secretariat. It met regularly to review progress on important organisational issues including performance management, finance and personnel matters, issues relating to audit and accountability and also to manage the implementation of the outstanding recommendations arising from the Assembly Secretariat Review Report.

The Strategic Management Group members were:

Trevor Reaney	Clerk to the Assembly / Director General
John Stewart	Director of Clerking & Reporting
Richard Stewart	Director of Resources
Gareth McGrath	Director of Engagement
Stephen Welch	Director of Properties

All the Secretariat Management Group members were full-time employees of the Northern Ireland Assembly.

The Interim Management Board members were:

Carol Devon	Interim Clerk to the Assembly / Director General
Simon Burrowes	Editor of Debates
Frank Duffy	Director of Implementation
Nuala Dunwoody	Clerk Assistant
Sheila McClelland	Keeper of the House
Michael Rickard	Director of Research and Information

Carol Devon was seconded from the Scottish Parliament. All other Interim Management Board members were full-time employees of the Northern Ireland Assembly, except for Mr Frank Duffy who was seconded from the Northern Ireland Civil Service.

A letter, delegating authority to the Director General from the Commission was given on 19 August 2008, formalising the relationship between the Commission and Secretariat. This letter of delegation is attached at Annex B. Further letters of sub-delegation have been issued to all Secretariat Management Group members.

Audit Committee Structures

From 1 April 2008 to 16 September 2008, the Secretariat Audit Advisory Committee met on a quarterly basis to monitor progress against the audit plan, consider issues raised by both internal and external audit and advise the Accounting Officer on matters which may impact the overall level of assurance. Although the Chair, Mr John MacQuarrie, stepped down from this role in April 2008, he continued to chair the meetings until revised audit committee structures (noted below) were put in place.

The members of the Secretariat Audit Advisory Committee during 2008-2009 were:

John MacQuarrie	Chair
Tony Logue	Clerk to the Assembly Commission

Brian Moreland (Head of Internal Audit – Assembly Secretariat) and a Northern Ireland Audit Office representative were regular attendees at the Committee's meetings. Carol Devon and Trevor Reaney (as Interim Clerk to the Assembly, and Clerk to the Assembly respectively) and Richard Stewart also attended the meetings as appropriate.

During the year, the Committee considered a wide range of issues relating to governance, internal control and accountability. These included the review of internal audit reports and plans, consideration of the assurance provided to the Accounting Officer through the Statement on Internal Control, consideration on an exception basis of issues (including risk management issues) arising from stewardship statements, review of the audit strategy for the external audit of annual accounts and consideration of the Report to those Charged With Governance following the external audit of the accounts.

From 16 March 2008 a newly constituted audit committee (the Secretariat Audit and Risk Committee) was formed with Mr Alan McQuillan being appointed as the independent chair and Mr Colm McKenna as an independent member.

The members of the Secretariat Audit and Risk Committee are:-

Mr Alan McQuillan	Chair
Mr Colm McKenna	Independent Member
Mr Alban Maginness	Member of the Assembly Commission

The appointment of an independent chair and member to the Secretariat Audit and Risk Committee, along with a Commission Member, will form a robust Committee for the Assembly Secretariat and Commission and will continue to build a strong corporate governance regime within the Assembly.

Financial Review

The Assembly's budget for 2008-2009 was allocated in the 2007 spending review (SR2007) and confirmed in the Main Estimates for the 2008-2009 financial year. Throughout the year, the Assembly closely monitored its resource and cash requirements. As the number of directly recruited staff increased to service the fully functioning Assembly, and the work of the Assembly developed through the year, as it sought to encourage a greater level of engagement with the citizens it represents, so the requirement for resources increased. The actual Request for Resources increased during the year by £0.98 million to £48.621 million in the Spring Supplementary Estimates with the Net Cash Requirement increase by £1.78 million to £40.890 million.

As in previous financial years, the most significant item of expenditure, totalling £12.4 million, related to Assembly Secretariat staffing costs. During the year, the Assembly Secretariat employed 377 members of staff (on average) up from 352 in 2007-2008. Members' salaries continued at post restoration level. A range of Officeholders' salaries continued to be paid as in the previous period, including salaries, social security and pension costs for Executive Ministers. The total wage bill for Members and Officeholders was £6.84 million, up from £6.7m in 2007-2008.

Members' office costs allowance (OCA) totalling £7.5 million was paid during 2008-2009. The equivalent figure for 2007-2008 was £6.9 million. The increase in the maximum available per member for OCA was in line with the average annual increase in RPI from £70,000 in 2007-2008 to £72,600 in the current period. This increase is set by the current Northern Ireland Assembly (Members' Allowances) Determination 2000. OCA is intended to meet the expenses incurred on secretarial, clerical and administrative assistance (including the provision of any equipment, facilities or services) required by a Member in connection with the carrying out of his or her Assembly duties.

Note 4 of the accounts shows a surplus Net Resource Outturn of £3.5 million and a surplus Net Cash Requirement of £1.9 million against the Spring Supplementary Estimate position. The net resource underspend of £3.5 million represents 7.2% of the Spring Supplementary Estimate.

There was an overall underspend of £1.5 million on non-cash costs. This main determinant of this was an underspend of £1.6 million arising from a lower than anticipated movement on provisions for Members' pension costs. The budget had been prepared giving consideration to the current depressed economic climate. However favourable changes in the discount rates used to calculate future liabilities of the Members' pension scheme meant that expenditure on this item was £1.6 million less than anticipated. Other non-cash costs differences netted to an

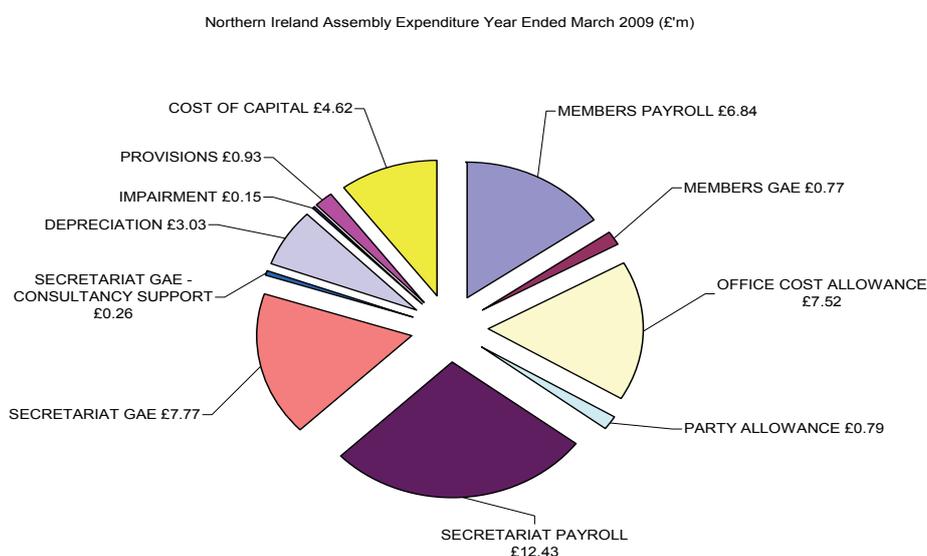
overspend of £0.1 million. This was mainly due to impairments in assets which had not been anticipated in the Spring Supplementary Estimate.

The remaining underspend of £2.0 million arose across a number of different cost categories.

After the Commission’s decision in 2007-2008 to defer recruitment of permanent staff, a significant recruitment programme began in 2008-2009. Due to the requirement for large numbers of staff to be recruited in each campaign, a phased approach was adopted to ensure that the necessary services to the Assembly were maintained. Not all anticipated posts were filled towards the end of the year meaning that an underspend of £0.4 million arose in respect of Secretariat Payroll costs.

£0.7 million of an underspend can be attributed to Secretariat General Administrative Expenditure (GAE) and Consultancy costs. This arose from a variety of factors including less than anticipated expenditure on building repairs and maintenance during the financial year and significantly less expenditure on the costs associated with the work of the Assembly’s Committees (for example, on the use of specialist advisers to Committees), and consultancy costs on projects. Expenditure on training and development was also less than anticipated arising from the delay in recruiting permanent staff.

Members’ Office Costs Allowance showed an underspend of £0.3 million. This is a recurring feature on this expenditure category, as the Assembly must retain budget provision for the full amount of the Allowance for each member even though, in practice, every Member does not utilise the entirety of his or her Allowance. A further £0.4 million underspend occurred on Members’ Payroll costs. An amount had been included in the budget for the recommendations contained within the Senior Salaries Review Body report which was published in November 2008. However, as these recommendations are currently being considered by the Assembly Commission, an underspend has arisen. The remaining underspend of £0.2 million was on Members’ General Administrative Expenditure. This expenditure category includes the costs associated with Members’ travel. In preparing the budget and Spring Estimate it was assumed that claims would be submitted late in the year. This expected flow of claims did not materialise.



Reconciliation of resource expenditure between Estimates, Accounts and Budgets

	2008-09 £'000	2007-08 £'000
Net Resource Outturn (Estimates)	45,088	41,047
Adjustments to remove:		
Provision voted for earlier years		
Adjustments to additionally include:		
Non-voted expenditure in the OCS		-
Consolidated Fund Extra Receipts in the OCS	(152)	(66)
Other adjustments		
Net Operating Cost (Accounts)	44,936	40,981
Adjustments to remove:		
Voted expenditure outside the budget	35	39
Adjustments to additionally include:		
Other Consolidated Fund Extra Receipts	152	66
Resource Budget Outturn (Budget)	45,053	41,008
of which		
Departmental Expenditure Limits (DEL)	45,053	41,008
Annually Managed Expenditure (AME)	-	-

Environmental and Sustainability Report

The Northern Ireland Assembly Commission seeks to follow best practice in the area of environmental management. The Assembly is committed to working towards sustainable operations and is working with all other departments within the Stormont Estate to make the government estate carbon neutral by 2015.

Properties Directorate have been working closely with the Department of Finance and Personnel's (DFP) Energy Conservation Branch in relation to the Display Energy Certificate rating of Parliament Buildings. Following a survey in December 2008 Parliament Buildings was awarded an energy rating of C which compares very favourably with other similar buildings.

The Assembly Commission has also been actively involved in the Stormont Estate transport initiative seeking to improve public transport and car sharing. An awareness day was held in Parliament Buildings restaurant during the summer to try to encourage staff to use alternative transport.

The Assembly contributes fully to the recycling initiatives within the Stormont Estate which is managed centrally by DFP's Estate Maintenance Branch. The waste streams include paper, plastic, cardboard, tins and glass. The percentage of waste now recycled has increased to over 40% and it is hoped that this will increase further with the introduction of food recycling later this year.

The Assembly liaises with the Carbon Trust and Energy Conservation Branch in DFP to try to progress energy saving initiatives. A full energy audit was carried out of Parliament Buildings in June 2008 which identified a number of initiatives. Following this a number of measures were introduced, such as sensor lighting that turns off when there is no one in the office and water saving devices in the toilets. The use of energy saving light bulbs continues to be encouraged where possible.

The Assembly is committed to adopting a proactive approach to energy management and, where possible, uses renewable sources. Currently, 25% of electricity supplied by Northern Ireland Electricity to the Stormont Estate is from a renewable source. The Assembly has also added a carbon footprint calculator to its intranet website to make staff more aware of their own energy usage.

The Assembly continues to strengthen its internal recycling capabilities and a contract remains in place for recycling all printer consumables from Parliament Buildings and Members' constituency offices. All cartridges from printers and fuser modules from photocopiers are routinely recycled with a percentage of the recycling profits distributed to the Northern Ireland Hospice.

In addition, the Assembly has sought to influence the recycling efforts of its commercial partners. The support services contractor who provides catering and cleaning services to the Assembly has also adopted the Assembly's recycling policy and, for example, routinely recycles its used cooking oil.

The Assembly continues to take a proactive approach to environmentally friendly procurement. As in previous years, office stationery paper products procured by the Assembly come from recycled sources. Purchases of office supplies are vetted for their ecological

sensitivity with extensive use being made of “ecological catalogues”. The Assembly also specifies that tenders for goods and services should address their environmental policies and practices within their tender proposals.

The Commission is also in the process of appointing an Environmental Officer who will have responsibility for, amongst other things, the design and implementation of an Environmental Management System for the parliamentary estate.

A handwritten signature in black ink, appearing to read 'T. Reaney', written in a cursive style.

Trevor Reaney
Accounting Officer / Clerk to the Assembly

Date: 24 June 2009

Remuneration Report

Remuneration Policy

The pay and pensions of Members of the Legislative Assembly (MLA) are determined by the Northern Ireland Assembly (Members' Salaries) Determination 2000.

The remuneration of senior civil servants is set by the Prime Minister following independent advice from the Review Body on Senior Salaries. Further information about the work of the Review Body can be found at www.ome.uk.com.

The Northern Ireland Permanent Secretary Remuneration Committee helps determine pay on entry and the annual review of Northern Ireland Civil Service (NICS) Permanent Secretaries in line with the agreed response to the annual recommendations of the Senior Salaries Review Body.

The pay award for staff in the Northern Ireland Senior Civil Service (SCS) is comprised of two elements; a base pay uplift and a non-consolidated bonus. Both elements are based on performance. The non-consolidated bonuses are payable to a proportion of SCS staff as part of the annual pay award.

The Interim Clerk to the Assembly was seconded from the Scottish Parliament until 31 July 2008. The remuneration of Scottish Parliament Corporate Body's (SPCB) directors is set by the SPCB taking into account their roles and responsibilities.

Service Contracts

Civil service appointments are made in accordance with the Civil Service Commissioners for Northern Ireland's Recruitment Code, which requires appointment to be on merit on the basis of fair and open competition but also includes the circumstances when appointments may otherwise be made.

Unless otherwise stated below, the officials covered by this report hold appointments, which are open-ended. Early termination, other than for misconduct, would result in the individual receiving compensation as set out in the Civil Service Compensation Scheme.

Further information about the work of the Civil Service Commissioners can be found at www.civilservicecommissioners.gov.uk.

Appointments of SPCB staff, on terms and conditions set by the SPCB, are made in accordance with SPCB recruitment policy which requires appointment to be on merit on the basis of fair and open competition but also includes the circumstances when appointments may otherwise be made. These principles are set out in the staff handbook and are in line with the Civil Service Commissioners' Recruitment Code. More information is available on the SPCB staff handbook at www.scottish.parliament.uk.

SPCB staff are not members of the Civil Service but are entitled to membership of the Principal Civil Service Pension Scheme (PCSPS).

SPCB officials hold appointments which are open-ended until they reach normal retiring age of 60. Early termination, other than for misconduct, would result in the individual receiving compensation as set out in the Civil Service Compensation Scheme. All SPCB senior staff are directly employed by the SPCB.

Salary and pension entitlements (audited)

The restoration of the Northern Ireland Assembly on 8 May 2007 allowed for the establishment of an Assembly Commission under section 40 of the Northern Ireland Act 1998. Under s 40(4) of the Act “The Commission shall provide the Assembly, or ensure that the Assembly is provided, with the property, staff and services required for the Assembly’s purposes”. Therefore, the following sections provide details of the remuneration and pension interests of the Assembly Commission and the most senior officials within the Assembly Secretariat.

Remuneration (audited)

Assembly Commission	2008-09		2007-08	
	Salary £	Benefits in kind (to nearest £100)	Salary £'000	Benefits in kind (to nearest £100)
William Hay, MLA Presiding Officer	37,801	0	33,940	0
Paul Butler, MLA	11,331	0	10,143	0
Robert Coulter, MLA	11,331	0	10,143	0
Alban Maginness, MLA	11,331	0	10,143	0
Stephen Moutray, MLA	11,331	0	10,143	0
Sean Neeson, MLA	11,331	0	10,143	0

Secretariat Officials	2008-09		2007-08	
	Salary £'000	Benefits in kind (to nearest £100)	Salary £'000	Benefits in kind (to nearest £100)
Trevor Reaney Clerk to the Assembly / Director-General (from 19 August 2008)	65-70 (110-115 full year equivalent)	0	N/A	N/A
Hugh Widdis Director of Legal Services (from 17 November 2008)	20-25 (65-70 full year equivalent)	0	N/A	N/A
John Stewart Director of Clerking & Reporting (from 4 August 2008)	40-45 (60-65 full year equivalent)	0	N/A	N/A
Richard Stewart Director of Resources (from 1 July 2008)	50-55 (60-65 full year equivalent)	0	N/A	N/A
Gareth McGrath Director of Engagement (from 4 August 2008)	40-45 (60-65 full year equivalent)	0	N/A	N/A
Stephen Welch Director of Properties (from 4 August 2008)	45-50 (65-70 full year equivalent)	0	N/A	N/A
Carol Devon Interim Clerk to the Assembly (to 31 July 2008)	35-40 (105-110 full year equivalent)	0	45-50 (105-110 full year equivalent)	0
Nuala Dunwoody Clerk Assistant (to 1 September 2008)	20-25 (55-60 full year equivalent)	0	50-55	0
Simon Burrowes Editor of Debates (to 1 September 2008)	25-30 (55-60 full year equivalent)	0	55-60	0
Sheila McClelland Keeper of the House (to 1 September 2008)	20-25 (55-60 full year equivalent)	0	45-50	0
Michael Rickard Director of Research and Information (to 26 September 2008)	25-30 (55-60 full year equivalent)	0	50-55	0
Frank Duffy Director of Implementation (to 6 June 2008)	10-15 (60-65 full year equivalent)	0	30-35 (60-65 full year equivalent)	0

Salary

‘Salary’ for Secretariat Officials includes gross salary; performance pay or bonuses; overtime; reserved rights to London weighting or London allowances; recruitment and retention allowances; private office allowances and any other allowance to the extent that it is subject to UK taxation. For SPCB staff, the figure for salary does not include any performance pay bonus as this scheme ended in 2005-2006.

This report is based on payments made by the Assembly and thus recorded in these accounts. In respect of Members of the Assembly Commission, ‘salary’ represents the Office Holder’s Salary payable for being a Member of the Assembly Commission at £11,331 (2007-2008; £11,331) or Presiding Officer (and Chair of the Assembly Commission) of £37,801 (2007-2008; £37,801). The figure does not include the salary for their services as an MLA of £43,101 (£31,817 per annum from 1 April 2007 to 7 May 2007 and £43,101 per annum from 8 May 2007).

Benefits in kind

The monetary value of benefits in kind covers any benefits provided by the employer and treated by HM Revenue & Customs as a taxable emolument.

Pensions Benefits (audited)

Assembly Commission Members	Accrued pension at age 65 as at 31/03/09	Real increase in pension at age 65	CETV at 31/03/09 (or end date)	CETV at 31/03/08 (or start date)	Real increase in CETV
	£’000	£’000	£’000	£’000	£’000
William Hay Presiding Officer	0-5	0-2.5	24	11	13
Paul Butler, MLA	0-5	0-2.5	6	3	3
Robert Coulter, MLA ¹	0-5	0	14	14	0
Alban Maginness, MLA	0-5	0-2.5	17	13	4
Stephen Moutray, MLA	0-5	0-2.5	5	2	3
Sean Neeson, MLA	0-5	0-2.5	14	10	4

¹ As the Commission member is aged 75 or over, no additional pension benefits accrue beyond that conferred by annual uprating of existing preserved pension entitlement. A lump sum commutation was paid on 6 April 2006 meaning that no further pension contributions are payable either by the Member or by the Assembly.

Assembly Commission pensions

Pension benefits for Commission members are provided by the Assembly Members' Pension Scheme (Northern Ireland) 2008 (AMPS). The scheme is made under s48 of the Northern Ireland Act 1998. As Commission members will be Members of the Legislative Assembly they may also accrue an MLA's pension under the AMPS (details of which are not included in this report). The pension arrangements for Commission members provide benefits on a "contribution factor" basis which takes account of service as a Commission member. The contribution factor is the relationship between the salary as a Commission member and the salary as a Member for each year of service as a Commission member. Pension benefits as a Commission member are based on the accrual rate (1/50th) multiplied by the cumulative contribution factors and the relevant final salary as a Member.

Benefits for Commission members are payable at the same time as MLA's benefits become payable under the AMPS. Pensions are increased annually in line with changes in the Retail Prices Index. Commission members pay contributions of 6% of their officeholder's salary. There is also an employer contribution paid by the Consolidated Fund representing the balance of cost. This is currently 22.6% of the Commission members' salary.

The accrued pension quoted is the pension the Commission member is entitled to receive when they reach 65 or immediately on ceasing to be an active member of the scheme if they are already 65.

The Cash Equivalent Transfer Value (CETV)

This is the actuarially assessed capitalised value of the pension scheme benefits accrued by a member at a particular point in time. The benefits valued are the member's accrued benefits and any contingent spouse's pension payable from the scheme. It is a payment made by a pension scheme or arrangement to secure pension benefits in another pension scheme or arrangement when the member leaves a scheme and chooses to transfer the pension benefits they have accrued in their former scheme. The pension figures shown relate to the benefits that the individual has accrued as a consequence of their total service as an office holder. The figures are calculated within the guidelines and framework prescribed by the Institute and Faculty of Actuaries and do not take account of any actual or potential reduction to benefits resulting from Lifetime Allowance Tax which may be due when pension benefits are drawn.

The real increase in the value of the CETV

This is the increase in accrued pension due to the Assembly's contributions to the AMPS, and excludes increases due to inflation and contributions paid by the Commission member and is calculated using common market valuation factors for the start and end of the period.

Secretariat Pension Entitlements

Secretariat Officials	Accrued pension at age 60 as at 31/03/09 and related lump sum	Real increase in pension and related lump sum at age 60	CETV at 31/03/09 (or end date)	CETV at 31/03/08 (or start date)	Real increase in CETV	Employer contribution to partnership pension account
	£'000	£'000	£'000	£'000	£'000	Nearest £100
Trevor Reaney Clerk to the Assembly / Director-General (from 19 August 2008)	30-35	2.5-5	511	442	51	0
Hugh Widdis Director of Legal Services (from 17 November 2008)	5-10 plus lump sum of 5-10	0-2.5 plus lump sum of 0-2.5	96	76	16	0
John Stewart Director of Clerking & Reporting (from 4 August 2008)	0-5	0-2.5	12	0	10	0
Richard Stewart Director of Resources (from 1 July 2008)	15-20 plus lump sum of 55-60	5-7.5 plus lump sum of 20-22.5	256	145	100	0
Gareth McGrath Director of Engagement (from 4 August 2008)	5-10	0-2.5	50	38	10	0
Stephen Welch Director of Properties (from 4 August 2008)	0-5	0-2.5	20	0	17	0
Carol Devon Interim Clerk to the Assembly (to 31 July 2008)	15-20 plus lump sum of 85-90	0-2.5 plus lump sum of 22.5-25	280	254	0	0
Nuala Dunwoody Clerk Assistant (to 1 September 2008)	15-20 plus lump sum of 55-60	0-2.5 plus lump sum of 2.5-5	310	283	21	0
Simon Burrowes Editor of Debates (to 1 September 2008)	20-25 plus lump sum of 65-70	0-2.5 plus lump sum of 0-2.5	408	366	9	0
Sheila McClelland Keeper of the House (to 1 September 2008)	15-20 plus lump sum of 50-55	2.5-5 plus lump sum of 7.5-10	245	196	39	0
Michael Rickard Director of Research and Information (to 26 September 2008)	25-30 plus lump sum of 80-85	-2.5-0 plus lump sum of -2.5-0	649	623	-8	0
Frank Duffy Director of Implementation (to 6 June 2008)	20-25 plus lump sum of 70-75	0-2.5 plus lump sum of 0-2.5	474	460	15	0

Secretariat Pension Arrangements

Pension benefits are provided through the Northern Ireland Civil Service pension arrangements which are administered by Civil Service Pensions (CSP). Staff in post prior to 30 July 2007 may be in one of three statutory based ‘final salary’ defined benefit arrangements (**classic**, **premium**, and **classic plus**). These arrangements are unfunded with the cost of benefits met by monies voted by Parliament each year. Pensions payable under classic, premium, and classic plus are increased annually in line with changes in the Retail Prices Index (RPI). New entrants joining on or after 1 October 2002 and before 30 July 2007 could choose between membership of premium or joining a good quality ‘money purchase’ stakeholder arrangement with a significant employer contribution (partnership pension account). New entrants joining on or after 30 July 2007 are eligible for membership of the **nuvos** arrangement or they can opt for a partnership pension account. **Nuvos** is an ‘earned pension’ arrangement in which members accrue pension benefits at a percentage rate of annual pensionable earnings throughout the period of scheme membership. The current rate is 2.3%. Earned pension benefits are increased annually in line with increases in the RPI and attract an annual pension increase.

Employee contributions are set at the rate of 1.5% of pensionable earnings for **classic** and 3.5% for **premium**, **classic plus** and **nuvos**. Benefits in **classic** accrue at the rate of 1/80th of pensionable salary for each year of service. In addition, a lump sum equivalent to three years’ pension is payable on retirement. For **premium**, benefits accrue at the rate of 1/60th of final pensionable earnings for each year of service. Unlike **classic**, there is no automatic lump sum (but members may give up (commute) some of their pension to provide a lump sum). **Classic plus** is essentially a variation of **premium**, but with benefits in respect of service before 1 October 2002 calculated broadly as per **classic**.

The partnership pension account is a stakeholder pension arrangement. The employer makes a basic contribution of between 3% and 12.5% (depending on the age of the member) into a stakeholder pension product chosen by the employee. The employee does not have to contribute but where they do make contributions, the employer will match these up to a limit of 3% of pensionable salary (in addition to the employer’s basic contribution). Employers also contribute a further 0.8% of pensionable salary to cover the cost of centrally-provided risk benefit cover (death in service and ill health retirement).

The accrued pension quoted is the pension the member is entitled to receive when they reach pension age, or immediately on ceasing to be an active member of the scheme if they are at or over pension age. Pension age is 60 for members of **classic**, **premium**, and **classic plus** and 65 for members of **nuvos**.

Further details about the Civil Service pension arrangements can be found at the website www.civilservicepensions-ni.gov.uk.

For SPCB employees, pension benefits are also provided through the Principal Civil Service Pension Scheme arrangements.

Cash Equivalent Transfer Values

A Cash Equivalent Transfer Value (CETV) is the actuarially assessed capitalised value of the pension scheme benefits accrued by a member at a particular point in time. The benefits valued are the member's accrued benefits and any contingent spouse's pension payable from the scheme. A CETV is a payment made by a pension scheme or arrangement to secure pension benefits in another pension scheme or arrangement when the member leaves a scheme and chooses to transfer the benefits accrued in their former scheme. The pension figures shown relate to the benefits that the individual has accrued as a consequence of their total membership of the pension scheme, not just their service in a senior capacity to which disclosure applies. The figures include the value of any pension benefit in another scheme or arrangement which the individual has transferred to the CSP arrangements.

They also include any additional pension benefit accrued to the member as a result of their purchasing additional years of pension service in the scheme at their own cost. CETVs are calculated within the guidelines and framework prescribed by the Institute and Faculty of Actuaries and do not take account of any actual or potential reduction to benefits resulting from Lifetime Allowance Tax which may be due when pension benefits are drawn.

Real increase in CETV

This reflects the increase in CETV effectively funded by the employer. It takes account of the increase in accrued pension due to inflation, contributions paid by the employee (including the value of any benefits transferred from another pension scheme or arrangement) and uses common market valuation factors for the start and end of the period.

Compensation for loss of office

There was no loss of office recorded for the period under review and therefore no compensation was paid.



Trevor Reaney
Accounting Officer / Clerk to the Assembly

Date: 24 June 2009

Statement of Accounting Officer’s Responsibilities

Under the Government Resource and Accounts Act (NI) 2001, the Department of Finance and Personnel (DFP) has directed the Northern Ireland Assembly to prepare for each financial year resource accounts detailing the resources acquired, held or disposed of during the year and the use of resources by the department during the year.

The accounts are prepared on an accruals basis and must give a true and fair view of the state of affairs of the Northern Ireland Assembly and of its net resource outturn, resources applied to objectives, recognised gains and losses and cash flows for the financial year.

In preparing the accounts, the Accounting Officer is required to comply with the requirements of the *Government Financial Reporting Manual* and in particular to:

- observe the Accounts Direction issued by DFP, including the relevant accounting and disclosure requirements, and apply suitable accounting policies on a consistent basis;
- make judgements and estimates on a reasonable basis;
- state whether applicable accounting standards as set out in the *Government Financial Reporting Manual* have been followed, and disclose and explain any material departures in the accounts; and
- prepare the accounts on a going concern basis.

DFP has appointed the Clerk to the Assembly, Mr Trevor Reaney, as Accounting Officer of the Northern Ireland Assembly.

The responsibilities of an Accounting Officer, including responsibility for the propriety and regularity of the public finances for which the Accounting Officer is answerable, for keeping proper records and for safeguarding the Northern Ireland Assembly’s assets, are set out in the Accounting Officers’ Memorandum issued by the DFP and published in *Managing Public Money Northern Ireland*.

Statement on Internal Control

Scope of responsibility

As Accounting Officer, I have responsibility for maintaining a sound system of internal control that supports the achievement of the Northern Ireland Assembly Commission's policies, aims and objectives as set by the Commission whilst safeguarding the public funds and Assembly assets for which I am personally responsible, in accordance with the responsibilities assigned to me in Managing Public Money.

Under section 40 of the Northern Ireland Act 1998 the Northern Ireland Assembly elects a Commission which has responsibility for providing the Assembly with the property, staff and services to carry out its business. As Accounting Officer, I attend meetings of the Assembly Commission and present major decisions in relation to expenditure, asset management and staffing to the Commission for its consideration and approval.

Prior to my appointment on 19 August 2008, the Accounting Officer was supported by an Interim Management Board that comprised the Clerk Assistant, the Editor of Debates, the Keeper of the House, the Director of Research and Information and the Director of Implementation. The recruitment process for new permanent Management Board members was completed in the early part of the year with all the new directors in post by 19 August 2008. In my role as Clerk to the Assembly / Director General I am supported by 4 other members of the Secretariat Management Group:- the Director of Clerking and Reporting, the Director of Engagement, the Director of Properties and the Director of Resources.

Since 19 August 2008, a formal delegation of functions from the Assembly Commission to the Accounting Officer (see Annex B) has been in place and delegations of functions and financial responsibilities from the Accounting Officer to the members of the Secretariat Management Group have been in place 2 October 2008. These delegations clarify the role and responsibilities of the Assembly Commission, the Accounting Officer and the relevant managers in the organisation.

The Northern Ireland Assembly has no Executive Agencies or Non Departmental Public Bodies.

The purpose of the system of internal control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of Assembly Commission policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place in the Northern Ireland Assembly for the year ended 31 March 2009 and up to the date of approval of the annual report and accounts, and accords with DFP guidance.

Capacity to Handle Risk

From 1 April 2008 to 31 July 2008, the Interim Management Board corporately led the risk management process. The Interim Management Board owned the Corporate Risk Register and had responsibility for agreeing key risks identified in the Corporate Risk Register. The Board also identified risk owners and the controls needed to manage the risks.

From August 2008, leadership of the risk management process has been provided by the newly constituted management board – the Secretariat Management Group. The Secretariat Management Group assumed ownership of the Corporate Risk Register. The new Secretariat Management Group received training on risk management and undertook a workshop on 1 October 2008 to agree on the risk management process for the Secretariat and to identify the key risks to be set out in the Corporate Risk Register. A scoring framework incorporating factors such as likelihood and impact has been used to assess each corporate level risk. The Secretariat Management Group has also identified the risk owners and the controls needed to manage those risks. Ownership of the key risk areas has been assigned to those with responsibility and authority for implementing controls and assigning resources to manage key risks. The Secretariat Management Group provides advice and support to me, as Accounting Officer, when taking major decisions affecting the management of risks within the Assembly.

The risk and control framework

With the appointment of the new management team it was timely to review the existing Corporate Risk Register and the overall risk management process of the Assembly Secretariat. The review of the Assembly Secretariat in 2007 had concluded that there was a lack of understanding and ownership of the risk management process within the Secretariat. The appointment of the new Secretariat Management Group provided the opportunity to ensure that the risk and review arrangements were included in the group's Terms of Reference.

The Secretariat Management Group, as part of its review of the risk management process, identified that corporate information must be acknowledged as an asset, and as such there is a need to protect it and manage it effectively. Information used for operational purposes and reporting purposes needs to be handled appropriately, particularly where it is to be used by third parties or other government departments. In considering information assurance, the Accounting Officer appointed a Senior Information Risk Owner (SIRO), the Director of Resources. The SIRO has overall authority in relation to decisions about protective marking and ensuring information risks are assessed and mitigated at an acceptable level. An extensive protective marking policy and procedures document was considered by the Secretariat Management Group on 4 March 2008 and subsequently approved by the Assembly Commission on 10 March 2008. This will further enhance the control over the manner in which information is managed.

The SIRO and the Secretariat Management Group are considering the extent to which measures included in current guidance, recently published by the Cabinet Office, may be applicable to the Secretariat. In managing corporate information the Northern Ireland Assembly ensures that it has sufficient procedures and policies in place to enable it to fulfil its statutory obligation under current legislation, e.g. Freedom of Information Act 2000 and Data Protection Act 1998. The new Assembly Publication Scheme ensures that information is made available and accessible to the public. The Accounting Officer and SIRO, are currently considering Internal Audit's draft report regarding Information Assurance for the Assembly.

Previous risk management frameworks had a narrow focus on the need to ensure the delivery of activities required to support the restoration of the Northern Ireland Assembly. With the organisation in its second year as a fully functioning Assembly, the Secretariat Management Group deemed a more diverse model to be necessary.

One of the initial tasks for the Secretariat Management Group was to agree an approach to risk management for the Secretariat. It also identified that more needed to be undertaken to embed a strong risk management culture across the entire organisation. As a result of the risk management workshop held on 1 October 2008 a revised risk management process has been implemented. A workshop facilitated by myself and the Head of Internal Audit provided an opportunity to communicate the agreed risk management process of the Secretariat to the Heads of Business and to discuss the new Risk Management Policy. The workshop also incorporated training on establishing a Risk Register and the requirements to identify owners of risk and controls to manage risks. The new policy was adopted by the Secretariat Management Group at its meeting on 6 November 2008. This policy ensures there is regular, ongoing monitoring and reporting of risk, including early warning mechanisms. It also ensures that the Secretariat conducts half yearly reviews of the effectiveness of the system of internal controls that are in place. The new policy allows the risk management process to complement the corporate business planning process.

A new Corporate Risk Register was approved by the Secretariat Management Group on 12 November 2008 and Directorate Risk Registers were also completed and approved on 26 November 2008. Directorate risks have been assessed in the same manner as the corporate level risks using the scoring framework. Risk owners and the controls needed to manage the risk have been identified for each of the Directorate level risks.

Stewardship statements, produced by corporate risk owners every six months, identify any changes or developments that impact on each risk and sets out the manner in which they are managed. These statements and the Corporate Risk Register were presented to the Secretariat Audit and Risk Committee in December 2008. This will be undertaken twice yearly.

The enhanced corporate planning process continues to set the context for the risk management process. Clear strategic objectives and lower-level, Business Unit objectives have been identified, allowing all areas of the organisation to consider the risks that might impact on the ability to meet specific objectives.

Review of Effectiveness

As Accounting Officer, I have responsibility for reviewing the effectiveness of the system of internal control. My review of the effectiveness of the system of internal control is informed by the work of the Internal Audit team and the Secretariat Management Group, who have responsibility for the development and maintenance of the internal control framework, and comments made by the external auditors in their Report to those charged with Governance and other reports. I have been advised on the implications of the result of my review of the effectiveness of the system of internal control by each of the Directors, the Secretariat Audit and Risk Committee and Internal Audit and a plan to address weaknesses and ensure continuous improvement of the system is in place.

The effectiveness of the system of internal control has been maintained through meetings of the senior management team and the Secretariat Audit and Risk Committee. These meetings have provided an opportunity to identify material changes in risks or controls. The Secretariat

Audit and Risk Committee reviewed and approved the programme of work for the Internal Audit Unit.

Significant Internal Control Issues

The Head of Internal Audit has advised that the overall level of assurance for the 2008-2009 year remains limited. With the Directorate and Corporate Risk Registers now available, the production of a more comprehensive risk-based audit programme will be facilitated and a detailed assessment of the organisation's position will be supported. The Head of Internal Audit has noted that the overall position of the Assembly regarding risk management and the implementation of the recommendations resulting from the corporate governance audit (undertaken by the House of Commons Internal Review Service in the latter part of the 2006-2007 financial year) is improving.

Issues have arisen from the following Internal Audit assignments:-

- Information Assurance
- Use of taxis
- Gifts and Hospitality

The report on the Information Assurance audit is at a draft stage. The main issues arising have been presented to the Secretariat Management Group and the Secretariat Audit and Risk Committee. It was noted that a Senior Information Risk Owner has been designated and given responsibility for reviewing the measures considered necessary within the Assembly. The main recommendations for improvement contained in the review included the development of information management and information security strategies and policies for the Assembly. It was also recommended that consideration be given to the arrangements in place for staff leaving the Assembly Secretariat, the use of electronic storage media and the increased use of encryption software.

The Internal Audit of compliance with the revised taxi guidelines revealed evidence of non-compliance. Recommendations have been made regarding the number of taxi docket books in circulation, line manager approvals and the role of the contract manager in ensuring compliance with the guidelines.

Internal Audit has recommended that clear, consistent guidelines are issued to all Secretariat staff in relation to the receipt and provision of gifts and hospitality. In addition, recommendations have been made to enhance the means by which gifts and hospitality are recorded.

Although only overall limited assurance can be taken from the internal audit programme, a range of internal controls were operating effectively during the period. These include the use of well-established and highly effective financial controls, the enhanced structured corporate planning process, the use of stewardship statements to identify changes in risks and controls, the implementation of measures recommended by the Northern Ireland Audit Office, the adoption of the new Risk Management Policy, bi-weekly meetings of the Secretariat Management Group, the continuing work of the Internal Audit unit and the work of the Secretariat Audit and Risk Audit Committee.

An Independent Chair and Member of the Secretariat Audit and Risk Committee have now been appointed and the Terms of Reference re-drafted to better reflect the HM Treasury “Audit Committee Handbook”. This will further enhance the position of the Assembly in its governance arrangements.

A handwritten signature in black ink, appearing to read 'T. Reaney', with a stylized flourish at the end.

Trevor Reaney
Accounting Officer / Clerk to the Assembly

Date: 24 June 2009

The Certificate and Report of the Comptroller and Auditor General to the Northern Ireland Assembly

I certify that I have audited the financial statements of the Northern Ireland Assembly for the year ended 31 March 2009 under the Government Resources and Accounts Act (Northern Ireland) 2001. These comprise the Statement of Parliamentary Supply, the Operating Cost Statement and Statement of Recognised Gains and Losses, the Balance Sheet, the Cash Flow Statement and the Statement of Net Operating Costs by Departmental Strategic Objectives and the related notes. These financial statements have been prepared under the accounting policies set out within them. I have also audited the information in the Remuneration Report that is described in that report as having been audited.

Respective responsibilities of the Clerk / Director General and auditor

The Clerk / Director General is responsible for preparing the Annual Report, which includes the Remuneration Report, and the financial statements in accordance with the Government Resources and Accounts Act (Northern Ireland) 2001 and Department of Finance and Personnel directions made thereunder and for ensuring the regularity of financial transactions. These responsibilities are set out in the Statement of Accounting Officer's Responsibilities.

My responsibility is to audit the financial statements and the part of the Remuneration Report to be audited in accordance with relevant legal and regulatory requirements, and with International Standards on Auditing (UK and Ireland).

I report to you my opinion as to whether the financial statements give a true and fair view and whether the financial statements and the part of the Remuneration Report to be audited have been properly prepared in accordance with Department of Finance and Personnel directions issued under the Government Resources and Accounts Act (Northern Ireland) 2001. I report to you whether, in my opinion, the information which comprises the Executive Summary and Management Commentary included in the Annual Report, is consistent with the financial statements. I also report whether in all material respects the expenditure and income have been applied to the purposes intended by the Assembly and the financial transactions conform to the authorities which govern them.

In addition, I report to you if the Northern Ireland Assembly has not kept proper accounting records, if I have not received all the information and explanations I require for my audit, or if information specified by the Department of Finance and Personnel regarding remuneration and other transactions is not disclosed.

I review whether the Statement on Internal Control reflects the Northern Ireland Assembly's compliance with the Department of Finance and Personnel's guidance, and I report if it does not. I am not required to consider whether this statement covers all risks and controls, or to form an opinion on the effectiveness of the Northern Ireland Assembly's corporate governance procedures or its risk and control procedures.

I read the other information contained in the Annual Report and consider whether it is consistent with the audited financial statements. This other information comprises the unaudited part of the Remuneration Report. I consider the implications for my certificate if I

become aware of any apparent misstatements or material inconsistencies with the financial statements. My responsibilities do not extend to any other information.

Basis of audit opinions

I conducted my audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. My audit includes examination, on a test basis, of evidence relevant to the amounts, disclosures and regularity of financial transactions included in the financial statements and the part of the Remuneration Report to be audited. It also includes an assessment of the significant estimates and judgments made by the Clerk / Director General in the preparation of the financial statements, and of whether the accounting policies are most appropriate to the Northern Ireland Assembly's circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial statements and the part of the Remuneration Report to be audited are free from material misstatement, whether caused by fraud or error, and that in all material respects the expenditure and income have been applied to the purposes intended by the Assembly and the financial transactions conform to the authorities which govern them. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the financial statements and the part of the Remuneration Report to be audited.

Opinions

In my opinion:

- the financial statements give a true and fair view, in accordance with the Government Resources and Accounts Act (Northern Ireland) 2001 and directions made thereunder by the Department of Finance and Personnel, of the state of the Northern Ireland Assembly's affairs as at 31 March 2009, and the net cash requirement, net resource outturn, net operating cost, net operating costs applied to departmental strategic objectives, recognised gains and losses and cash flows for the year then ended;
- the financial statements and the part of the Remuneration Report to be audited have been properly prepared in accordance with Department of Finance and Personnel directions issued under the Government Resources and Accounts Act (Northern Ireland) 2001; and
- information which comprises the Executive Summary and Management Commentary included within the Annual Report, is consistent with the financial statements.

Opinion on Regularity

In my opinion, in all material respects, the expenditure and income have been applied to the purposes intended by the Assembly and the financial transactions conform to the authorities which govern them.

Report

I have no observations to make on these financial statements.

A handwritten signature in black ink, appearing to read 'JM Dowdall', written in a cursive style.

JM Dowdall CB
Comptroller and Auditor General
Northern Ireland Audit Office
106 University Street
Belfast
BT7 1EU

25 June 2009

Statement of Parliamentary Supply

Summary of Resource Outturn 2008-2009

Estimate					Outturn			2008-09 £'000	2007-08 £'000
Request for Resources	Note	Gross Expenditure	ARs	Net Total	Gross Expenditure	ARs	Net Total	Net total outturn compared with estimate saving / (excess)	Net Total
1	2	48,661	(40)	48,621	45,121	(33)	45,088	3,533	41,047
Total Resources	3	48,661	(40)	48,621	45,121	(33)	45,088	3,533	41,047
Non-operating cost ARs				-			-	-	-

Net Cash Requirement 2008-2009

	Note	Estimate	Outturn	2008-09 £'000	2007-08 £'000
Net Cash Requirement	4	40,890	39,025	1,865	35,193

Summary of income payable to the Consolidated Fund

In addition to accruing resources, the following income relates to the Northern Ireland Assembly (NIA) and is payable to the Consolidated Fund (cash receipts being shown in *italics*)

	Note	Forecast 2008-09 £'000		Outturn 2008-09 £'000	
		Income	Receipts	Income	Receipts
Total	5	152	<i>152</i>	152	<i>195</i>

Explanation of variances between Estimate and Outturn are given in Note 2 and the Management Commentary.

The notes on pages 37 to 59 form part of these accounts.

Operating Cost Statement

for the year ended 31 March 2009

			2008-09	2007-08
			£'000	£'000
	Note	Staff Costs	Other Costs	Income
Administration Costs				
Staff costs		-		-
Other administration costs			-	-
Operating income			-	-
Programme Costs				
Request for Resources 1				
Staff costs	9	19,263		17,772
Programme costs	10, 11		25,858	23,349
Income	12		(185)	(140)
Totals		19,263	25,858	(185)
				40,981
Net Operating Costs	3, 13		44,936	40,981

Statement of Recognised Gains and Losses

for the year ended 31 March 2009

		2008-09	2007-08
		£'000	£'000
	Note		
Net (loss)/gain on revaluation of tangible fixed assets	20(a)	(5,909)	5,998
Recognised gains and losses for the financial year		(5,909)	5,998

The Notes on pages 37 to 59 form part of these accounts.

Balance Sheet**as at 31 March 2009**

		2009	2008
		£'000	£'000
	Note		
Fixed assets:			
Tangible assets	14	134,421	141,466
Current assets:			
Debtors	15	619	2,445
Cash at bank and in hand	16	29	-
		648	2,445
Creditors (amounts falling due within one year)	16, 17	(2,409)	(4,797)
Net current liabilities		(1,761)	(2,352)
Total assets less current liabilities		132,660	139,114
Provisions for liabilities and charges	18	(4,277)	(3,409)
		128,383	135,705
Taxpayers' equity			
General Fund	19	92,310	93,700
Revaluation reserve	20a	36,072	42,004
Donated asset reserve	20b	1	1
		128,383	135,705

Signed: 

Trevor Reaney**Accounting Officer / Clerk to the Assembly****Date: 24 June 2009**

The notes on pages 37 to 59 form part of these accounts

Cash Flow Statement**for the year ended 31 March 2009**

		2008-09	2007-08
		£'000	£'000
	Note		
Net cash outflow from operating activities	21a	(36,778)	(33,325)
Capital expenditure and financial investment	21b, c	(2,052)	(1,817)
Receipts due to the Consolidated Fund which are outside the scope of the Department's activities		-	-
Payments of amounts due to the Consolidated Fund		(95)	-
Financing	21d	40,695	33,000
Increase/(decrease) in cash in the period	21e	1,770	(2,142)

The notes on pages 37 to 59 form part of these accounts.

Statement of Operating Costs by Aim and Objectives

for the year ended 31 March 2009

	2008-09			2007-08		
	Gross	Income	Net	Gross	Income	Net
Aim:						
Objective 1	45,121	(185)	44,936	41,121	(140)	40,981
Net operating costs	45,121	(185)	44,936	41,121	(140)	40,981

The Assembly's objectives were as follows:

- Objective 1 Remunerating and supporting the Members of the Assembly in discharging their duties in their constituencies, in the Assembly and elsewhere, the costs of general administration including staff costs, general expenses and equipment, accommodation, other services and associated non-cash items.

See Note 22

The Northern Ireland Assembly – Accounts 2008-2009

Notes to the Assembly's resource accounts

1. Statement of accounting policies

These financial statements have been prepared in accordance with the 2008-2009 Government Financial Reporting Manual (FReM) issued by DFP. The accounting policies adopted by the Northern Ireland Assembly follow UK Generally Accepted Accounting Practice for companies (UK GAAP) to the extent that it is meaningful and appropriate to the public sector.

In addition to the primary statements prepared under UK GAAP, the FReM also requires the Northern Ireland Assembly to prepare two additional primary statements. The *Statement of Parliamentary Supply* and supporting notes show outturn against Estimate in terms of the net resource requirement and the net cash requirement. The *Statement of Operating Cost by Aims and Objectives* and supporting notes analyse the Assembly's income and expenditure by objectives.

Where FReM permits a choice of accounting policy, the accounting policy which has been judged to be most appropriate to the particular circumstances of the Northern Ireland Assembly for the purpose of giving a true and fair view has been selected. The Northern Ireland Assembly's accounting policies have been applied consistently in dealing with items considered material in relation to the accounts.

1.1 Accounting convention

These accounts have been prepared under the historical cost convention modified to account for the revaluation of fixed assets at their value to the business by reference to their current costs.

1.2 Going Concern

The financial statements for 2008-2009 have been prepared on the going concern basis.

1.3 Tangible fixed assets

The Department of Finance and Personnel holds legal title to Parliament Buildings. However, under the accounting requirements of FRS5 'Reporting the substance of transactions' the Northern Ireland Assembly is the beneficial owner of Parliament Buildings and as such recognises the property as an asset on its balance sheet. The building has been stated at current replacement cost using a professional valuation. This exercise is to be repeated every five years with appropriate interim valuations to be used in the intervening years.

Other fixed assets are capitalised at their cost of acquisition and installation and are revalued annually by reference to appropriate indices compiled by the Office for National Statistics. The threshold for capitalisation as a fixed asset is £500 for IT equipment and £1,000 for all other assets.

Assets are pooled where there are a large number of a certain type of asset, which, if treated singly, would fall below the capitalisation threshold, but which, if aggregated,

have a value exceeding £1,000. Assets which have been pooled include computer hardware, office equipment and office furniture. Depreciation on the value of these assets is charged to the operating account.

1.4 Heritage assets

Heritage assets are those that “are intended to be preserved in trust for future generations because of their cultural, environmental and historical associations”. Heritage assets generally display the following characteristics:

- their value is unlikely to be fully reflected in a financial value derived from price;
- there are severe restrictions on disposal;
- they may require significant maintenance expenditure so that they can continue to be enjoyed by future generations;
- they are often irreplaceable, and their value may increase over time even if their physical condition deteriorates; and
- their life is measured in hundreds of years.

In accordance with FReM, non-operational heritage assets are not capitalised. Operational heritage assets are valued and incorporated within the fixed asset register as at 1.2 above.

1.5 Donated assets

These are assets donated by third parties, either by gift of the assets or funds to buy the asset. Donated tangible fixed assets are capitalised at their current value on receipt, and this value is credited to the donated asset reserve, which is included in the general reserves fund. Subsequent revaluations are also taken to this reserve. Each year, an amount equal to the depreciation charge on the asset is released from the donated asset reserve to the operating cost statement.

1.6 Depreciation

Tangible fixed assets are depreciated at rates calculated to write them down to estimated residual value on a straight-line basis over their estimated useful lives. No depreciation is provided on freehold land and items for collections since they have unlimited or very long estimated useful lives. The principal asset lives used for depreciation purposes are:

	Life (years)
Buildings	50
Information technology	4
Office equipment	5
Furniture & fittings	between 5 and 10

1.7 Operating income

Operating income is income that relates directly to the operating activities of the Northern Ireland Assembly. It comprises:

- sale of souvenir stock;
- public telephone calls;

- stationery - recovery of cost;
- postage - recovery of cost; and
- recoupment of salary costs of staff seconded to other public sector bodies during suspension.

This includes both accruing resources of the Vote and income to the Consolidated Fund that DFP has agreed should be treated as operating income.

1.8 Administration and programme expenditure

The operating cost statement is analysed between administration and programme costs. For the Northern Ireland Assembly all costs incurred are programme costs, incorporating payments of allowances and other disbursements by the Assembly.

1.9 Capital charge

A charge, reflecting the cost of capital utilised by the Northern Ireland Assembly, is included in the operating costs. The charge is calculated at the real rate set by HM Treasury (currently 3.5%) on the average carrying amount of all assets less liabilities, except donated assets, cash balances within the Civil Service pool at the Northern Bank and the amount due to the Consolidated Fund where the charge is nil.

1.10 Foreign exchange

Transactions which are denominated in a foreign currency are translated into sterling at the exchange rate ruling on the date of each transaction.

1.11 Pensions

Present and past employees are covered by the provisions of the Principal Civil Service Pension Scheme NI (PCSPS (NI)). This defined benefit scheme is unfunded and is non-contributory except in respect of dependants' benefits. The Assembly recognises the expected cost of these elements on a systematic and rational basis over the period during which it benefits from employees' services by payment to the PCSPS (NI) of amounts calculated on an accruing basis. Liability for payment of future benefits is a charge on the PCSPS (NI).

Pension benefits for the Members are provided through the Assembly Members' Pension Scheme. This scheme is a statutory scheme, which provides benefits on a "final salary" basis at a normal retirement age of 65 (or age 60, if reckonable service is more than 20 years, with a sliding scale from 60 to 65). Members pay contributions of 6% of pensionable salary, including Office Holder's salary. All pensions increase in line with the Retail Price Index once in payment.

1.12 Early departure costs

The Northern Ireland Assembly is required to meet the additional cost of benefits beyond the normal PCSPS (NI) benefits in respect of employees who retire early. The Assembly provides in full for this cost when the early retirement programme has been announced and is binding on the Assembly. The Assembly may, in certain circumstances, settle some or all of its liability in advance by making a payment to the Paymaster General's account at the Bank of England for the credit of the Civil Superannuation Vote. The amount provided is shown net of any such payments.

As confirmed with the Assembly Personnel Office, no liability exists for the year ended 31 March 2009.

1.13 Provisions

The Northern Ireland Assembly provides for legal or constructive obligations which are of uncertain timing or amount at the balance sheet date on the basis of the best estimate of the expenditure required to settle the obligation. Where the effect of the time value of money is significant, the estimated risk-adjusted cash flows are normally discounted using the Treasury discount rate of 3.5% in real terms. However, the discount rate used for the provision for pension costs was 3.8% p.a. reflecting the real yields experienced in the bond markets (see Note 18).

1.14 Contingent liabilities

In addition to contingent liabilities disclosed in accordance with FRS12, the Assembly discloses for parliamentary reporting and accountability purposes certain contingent liabilities where the likelihood of a transfer of economic benefit is remote. These comprise:

- Items over £250,000 (or lower where required by specific statute) that do not arise in the normal course of business and which are reported to the Northern Ireland Assembly by Assembly Minute prior to the Assembly entering into the arrangement;
- All items (whether or not they arise in the normal course of business) over £250,000 (or lower where required by specific statute or where material in the context of resource accounts) which are required by the FReM to be noted in the resource accounts.

Where the time value of money is material, contingent liabilities which are required to be disclosed under FRS12 are stated at discounted amounts and the amount reported to the Assembly separately noted. Contingent liabilities that are not required to be disclosed by FRS 12 are stated at the amounts reported to the Assembly.

1.15 Value added tax

In the Northern Ireland Assembly output tax generally does not apply and input tax is recovered on a monthly basis from DFP. Where input tax is recoverable, the amounts are stated net of vat.

1.16 Leases

Where substantially all risks and rewards of ownership of a leased asset are borne by the Assembly, the asset is recorded as a tangible fixed asset and a debt is recorded to the lesser for the minimum lease payments discounted by the interest rate implicit in the leases. The interest element of the finance lease payment is charged to the

Operating Cost Statement over the period of the lease at a constant rate in relation to the balance outstanding. Other leases are regarded as operating leases and the rentals are charged to the Operating Cost Statement on a straight-line basis over the term of the leases.

1.17 Financial Assets and Financial Liabilities

The Northern Ireland Assembly has no powers to borrow or invest surplus funds. A financial asset or financial liability is recognised in the balance sheet when the Northern Ireland Assembly becomes party to the contractual provision of the financial instrument. Initial recognition is at fair value. As financial assets and liabilities of the Northern Ireland Assembly are generated by the day-to-day operational activities, that is, trade contracts to buy non-financial items in line with the Assembly's expected purchase and usage requirements, fair value is deemed to be the transaction price where the impact of discounting is immaterial. When a financial asset or financial liability is recognised it is categorised appropriately and is de-recognised when the contractual right to or obligation for cash flow expires.

2 Analysis of net resource outturn by section

	Outturn						2008-09	2007-08	Prior Year
	Admin	Other Current	Grants	Gross resource expenditure	ARs	Net Total	£000	£000	
Request for Resources 1							Estimate		
							Net total outturn compared with		
							Estimate		
NI Assembly	-	45,121	-	45,121	(33)	45,088	48,621	3,533	41,047
Resource Outturn	-	45,121	-	45,121	(33)	45,088	48,621	3,533	41,047

The net resource underspend of £3.5 million represents 7.2% of the Spring Supplementary Estimate of £48.621 million. The underspend arose from underspends on Assembly Secretariat administrative expenditure, on Members' allowances and travel costs and on staff salaries. There was a significant non-cash underspend of £1.6 million arising from a lower than anticipated movement on provisions for Members' pension costs.

Detailed explanations of the variances are given in the Management Commentary.

Key to Request for Resources and Sections

Request for resources 1 – Remunerating and supporting Members of the Assembly in discharging their duties in the constituencies, in the Assembly and elsewhere, the costs of general administration including staff costs, general expenses and equipment, accommodation, other services and associated non-cash items.

3 Reconciliation of outturn to net operating cost and against Administration Budget

3(a) Reconciliation of net resource outturn to net operating cost

			2008-09 £'000	2007-08 £'000
	Note	Outturn	Supply Estimate	Outturn Compared With Estimate
				Outturn
Net Resource Outturn	2	45,088	48,621	3,533
Non-supply income (CFERs)	5	(152)	(152)	0
Non-supply Expenditure				-
Net operating cost		44,936	48,469	3,533
				41,047
				(66)
				-
				40,981

3(b) Outturn against final Administration Budget

The Northern Ireland Assembly is independent from the Northern Ireland Executive for funding purposes and receives programme funding only.

4 Reconciliation of resources to cash requirement

	Note	Estimate £'000	Outturn £'000	Net Total outturn compared with Estimate: savings/(excess) £'000
Resource Outturn	2	48,621	45,088	3,533
Capital:				
Acquisition of fixed assets	14	2,485	2,052	433
Investments				
Non-operating accruing resources				
Proceeds of FA disposals				
Accruals adjustments:				
Non-cash items	10	(10,566)	(8,763)	(1,803)
Changes in working capital other than cash		250	591	(341)
Changes in creditors falling due after more than one year	17			
Use of provisions	18	100	57	43
Excess cash receipts surrenderable to the Consolidated Fund	5			
Net Cash Requirement		40,890	39,025	1,865

5 Analysis of income payable to the Consolidated Fund

In addition to accruing resources, the following income relates to the Assembly and is payable to the Consolidation Fund (*cash receipts being shown in italics*).

	Note	Forecast 2008-09		Outturn 2008-09	
		Income	Receipts	Income	Receipts
Operating income and receipts - excess AR		-	-	-	-
Operating income & receipts not classified as AR		152	<i>152</i>	152	<i>195</i>
	6	152	<i>152</i>	152	<i>195</i>
Non operating income and receipts - excess ARs	7	-	-	-	-
Other non-operating income and receipts not classified as AR	8	-	-	-	-
Other amounts collectable on behalf of the Consolidated Fund		-	-	-	-
Excess cash surrenderable to the Consolidated Fund	4	-	-	-	-
Total income payable to the Consolidated Fund		152	<i>152</i>	152	<i>195</i>

6 Reconciliation of income recorded within the Operating Cost Statement to operating income payable to the Consolidated Fund

	Note	2008-09	2007-08
		£'000	£'000
Operating income	12	185	140
Adjustments for transactions between RfRS			-
Gross Income		185	140
Income authorised to be Accruing Resources		(33)	(74)
Operating Income payable to the Consolidated Fund	5	152	66

7 Non-operating income – Excess AR

The Northern Ireland Assembly had no non-operating income – excess AR.

8 Non-operating income not classified as AR

The Northern Ireland Assembly had no non-operating income not classified as AR.

9 Staff numbers and related costs

Staff costs comprise:

					2008-09	2007-08
					£'000	£'000
	Total	Permanently employed staff	Members	Agency, temporary and contract staff	Special Advisors	Total
Wages and salaries	15,642	8,010	5,201	2,431	-	14,294
Social security costs	1,102	620	482		-	1,060
Other pension costs	2,519	1,366	1,153		-	2,418
Sub Total	19,263	9,996	6,836	2,431	-	17,772
Less recoveries in respect of outward secondments	(28)	(28)			-	(90)
Total net costs *	19,235	9,968	6,836	2,431	-	17,682

* Of the total, £0 has been charged to capital.

The Principal Civil Service Pension Scheme (Northern Ireland) (PCSPS (NI)) is an unfunded multi-employer defined benefit scheme but the Assembly is unable to identify its share of underlying assets and liabilities. A full actuarial valuation was carried out at 31 March 2007.

For 2008-2009, contributions of £1,364,672 were paid to the PCSPS (NI) (2007-2008; £1,294,414) at one of four rates in the range 16.5 to 23.5 per cent (2007-2008; 16.5 to 23.5 per cent) of pensionable pay based on salary bands. The scheme's Actuary reviews employer contributions every four years following a full scheme valuation. The salary band and contribution rates were revised for 2006-2007 and will remain unchanged until 2009-2010. The contribution rates reflect benefits as they are accrued, not when the costs are actually incurred, and reflect past experience of the scheme.

Employees can opt to open a partnership pension account, a stakeholder pension with an employer contribution. Employers' contributions of £1,344 (2007-2008; £1,148) were paid to an appointed stakeholder pension provider. Employer contributions are age-related and range from 3 to 12.5 per cent (2007-2008; 3 to 12.5 per cent) of pensionable pay. Employers also match employee contributions up to 3 per cent of pensionable pay. In addition, employer contributions of £122 (2007-2008; £122), 0.8 per cent of pensionable pay were payable to the PCSPS (NI) to cover the cost of the future provision of lump sum benefits on death in service and ill health retirement of these employees. Contributions paid due to partnership pension providers at the balance sheet date were nil. Contributions prepaid at that date were nil.

No persons (2007-2008; 0 persons) retired early on ill-health grounds; the total additional accrued pension liabilities in the year amounted to £0 (2007-2008; £0).

Pension benefits for the Members are provided through the Assembly Members' Pension Scheme. This scheme is a statutory scheme, which provides benefits on a "final salary" basis

at a normal retirement age of 65 (or age 60, if reckonable service is more than 20 years, with a sliding scale from 60 to 65). Members pay contributions of 6% of pensionable salary, including Office Holder's salary. All pensions increase in line with the Retail Price Index once in payment. There is a separate scheme statement for the Assembly Members' Pension Scheme. The rules of the Assembly Members' Pension Scheme require the employer to meet the balance of the cost of providing the benefits as recommended by the actuary from time to time. There is currently a liability of £3,600,000, and this is provided for in the accounts in line with FReM and FRS 17. The rate used to discount scheme liabilities is 3.8%. A full actuarial valuation was carried out at 31 March 2008.

For 2008-2009, contributions of £1,153,105 (2007-2008; £1,124,379) were paid to the Assembly Members' Pension Scheme. Contributions were at a rate of 22.6% (2007-2008; 22.6%) of pensionable pay, as determined by the Government Actuary and advised by the Treasury.

Average number of persons employed

The average number of whole-time equivalent persons employed during the year was as follows.

Objective	2008-09					2007-08
	Total	Permanent staff	Members	Agency, temporary and contract staff	Special Advisers	Number
1	485	278	108	99	-	460
Total	485	278	108	99	-	460

During 2008-2009, an average of 1 member of staff (2007-2008: 1) was out-posted to other public sector employers.

The Northern Ireland Assembly does employ any staff exclusively for capital projects.

10 Programme Costs

		2008-09 £'000	2007-08 £'000
	Note		
Payments to Members			
Office Cost Allowance		7,516	6,896
Members' winding-up costs		-	245
Other Members' costs		767	586
Party Allowance		788	733
Other Costs			
Premises		1,204	1,018
Office running costs		1,132	975
Contracted services		3,291	2,569
Repairs & maintenance		1,309	1,337
Staff travel, subsistence and training		371	313
Miscellaneous expenses		707	665
Rentals under operating leases		10	-
Total cash items		17,095	15,337
Non-cash items			
Depreciation	14	3,034	2,874
Permanent diminution of fixed assets	14	148	53
Cost of capital charge		4,615	4,637
Miscellaneous notional charges		2	4
Auditor's remuneration and expenses (notional)		33	35
Unwinding of discount on provisions	18	-	-
Provisions: provided in year	18	925	409
(Profit)/Loss on disposal of assets	14	6	-
Total non-cash items		8,763	8,012
Total		25,858	23,349

An amount of £2,300 (2007-2008; £4,055) is included in Premises costs. It has been customary for accommodation on the Stormont Estate to be made available to the Speaker to assist the Speaker with the better performance of his or her duties. The cost of £2,300 comprises the rental costs associated with the provision of accommodation in close proximity to the Stormont Estate at the start of the year. This cost was incurred whilst the refurbishment of existing accommodation within the Estate was being completed.

11 Programme Expenditure

All costs incurred by the Northern Ireland Assembly are programme costs, incorporating payments of allowances and other disbursements by the Assembly (see note 1.8).

12 Income

	2008-09 £'000	2007-08 £'000
RfR 1	Total	Total
Recoupment of salaries	28	90
Other Income	157	50
Total	185	140

13 Analysis of net operating cost by spending body

	£'000	2008-09 £'000	2007-08 £'000
	Estimate	Outturn	Outturn
Spending body:			
NI Assembly	48,469	44,936	40,981
Net Operating Cost	48,469	44,936	40,981

14 Tangible fixed assets

	Land & buildings £'000	Information technology £'000	Office equipment £'000	Furniture & fittings £'000	Total £'000
Cost or valuation					
At 1 April 2008	139,585	1,996	1,257	2,536	145,374
Additions	304	94	1,507	147	2,052
Disposals		(3)		(24)	(27)
Revaluations	(8,371)	(87)	89	(78)	(8,447)
At 31 March 2009	131,518	2,000	2,853	2,581	138,952
Depreciation					
At 1 April 2008	0	1,069	1,063	1,776	3,908
Charged in year	2,390	283	230	210	3,113
Revaluation	(2,390)				(2,390)
Indexation		(17)		(62)	(79)
Disposals		(1)		(20)	(21)
At 31 March 2009	0	1,334	1,293	1,904	4,531
Net book value					
At 31 March 2009	131,518	666	1,560	677	134,421
At 31 March 2008	139,585	927	194	760	141,466
Asset financing					
Owned	131,518	666	1,560	677	134,421
Financed leased					
On-balance sheet PFI contracts					
At 31 March 2009	131,518	666	1,560	677	134,421

Parliament Buildings, Ormiston House and land were re-valued by Lands and Property Services (using indices) as at 31 March 2009. Other tangible fixed assets are valued using indices reflecting the year-end position obtained from the Office for National Statistics. Ormiston House is carried in the Assembly's Balance Sheet at its Open Market Value of £6,000,000. As the Assembly is currently considering alternative uses for Ormiston House, it is now considered appropriate to adopt the open market value.

Donated assets with a net book value of £0.6k are included under Furniture & fittings.

The downward revaluation of £78k under Furniture & fittings is a net movement made up of £87k downward and £1k upward under furniture items and an upward movement of £8k relating to security assets included in this category.

15 Debtors**15(a) Analysis by type**

	2008-09	2007-08
	£'000	£'000
Amounts falling due within one year:		
Value Added Tax	339	516
Prepayments and accrued income	125	45
Sundry debtors	30	89
Amounts due from the Consolidated Fund in respect of supply	125	1,795
	619	2,445
Amounts falling due after more than one year:	0	0

Included within sundry debtors is £2,639 (2007-2008; £46,929) that will be due to the Consolidated Fund once the debts have been collected.

15(b) Intra-Government Balances

	Amounts falling due within one year £'000	Amounts falling due within one year £'000
	2008-09	2007-08
Balances with other central government bodies	467	2,358
Subtotal: intra-governmental balances	467	2,358
Balances with bodies external to government	152	87
Total debtors at 31 March 2009	619	2,445

16 Cash at bank and in hand

	2008-09	2007-08
	£'000	£'000
Balance at 1 April	(1,741)	401
Net change in cash balances	1,770	(2,142)
Balance at 31 March 2009	29	(1,741)
The balances at 31 March were held at Commercial banks and cash in hand	29	(1,741)

17 Creditors**17(a) Analysis by type**

	2008-09	2007-08
	£'000	£'000
Amounts falling due within one year:		
Overdraft	-	1,741
Other taxation and social security	513	295
Other creditors	257	312
Accruals and deferred income	1,483	2,349
Amounts issued from the Consolidated Fund for supply but not spent at year end	-	-
Consolidated Fund extra receipts due to be paid to the Consolidated Fund:		
Received	153	53
Receivable	3	47
	2,409	4,797
Amounts falling due after more than one year:	0	0

Accruals and deferred income relate to both Member's Office Costs Allowances and the Assembly Secretariat.

17(b) Intra-Government Balances

	Amounts falling due within one year £'000 2008-09	Amounts falling due within one year £'000 2007-08
Balances with other central government bodies	978	415
Subtotal: intra-governmental balances	978	415
Balances with bodies external to government	1,431	4,382
Total creditors at 31 March 2009	2,409	4,797

18 Provisions for liabilities and charges

	Pension costs £'000	Personnel Management costs £'000	Total £'000
Balance at 1 April 2008	3,300	109	3,409
Provided in the year	300	625	925
Arising due to changes in the discount factor			
Provision not required written back	-	-	-
Provision utilised in the year	-	(57)	(57)
Unwinding of discount	-	-	-
Balance at 31 March 2009	3,600	677	4,277

18.1 Pension Costs

Pension benefits for Assembly Members are provided through the Assembly Members' Pension Scheme. This scheme is a statutory scheme, which provides benefits on a "final salary" basis at a normal retirement age of 65 (or age 60, if reckonable service is more than 20 years, with a sliding scale from 60 to 65). The rules of the Scheme require the employer to meet the balance of the cost of providing the benefits as recommended by the actuary from time to time. There is a liability of £3.6 million and, in accordance with FReM and FRS 17, this has been provided for in the 2008-2009 financial year. The value of £3.6 million was estimated by the Government Actuary's Department and represents the excess of the Scheme's liabilities over its assets at the Balance Sheet date. The Actuary used a discount factor of 3.8% to establish the present value of the future obligation. This rate was advised by the Financial Reporting Advisory Board for use in the UK public sector, reflecting the real yields experienced in the bond markets.

18.2 Personnel Management Costs

The Northern Ireland Assembly Commission is currently engaged in negotiations in respect of a number of personnel management issues. In some cases, external counsel has been

instructed by the Director of Legal Services where it is considered necessary. Although no admission of liability has been made in any case, provision has been made in the accounts for 2008-2009. As these costs are likely to be disbursed in the 2009-2010 financial year, they have not been discounted using HM Treasury's discount rate of 3.5%.

19 General Fund

The General Fund represents the total assets less liabilities of the Assembly, to the extent that the total is not represented by other reserves and financing items.

	2008-09 £'000	2007-08 £'000
Balance at 1 April 2008	93,700	94,891
Net Parliamentary funding:		
Draw Down	38,900	33,000
Deemed Supply	-	398
Year end adjustment		
Supply Debtor (Creditor) - current year	125	1,795
Net Transfer from Operating Activities		
Net Operating Cost	(44,936)	(40,981)
CFERS repayable to Consolidated Fund	(152)	(66)
Non Cash Charges		
Cost of Capital	4,615	4,637
Auditors' Remuneration	33	35
Other non-cash charges	2	4
Transfer from Revaluation Reserve	23	(13)
Balance at 31 March 2009	92,310	93,700

20 Reserves

20(a) Revaluation Reserve

The revaluation reserve reflects the unrealised element of the cumulative balance of indexation and revaluation adjustments (excluding donated assets).

	2008-09 £'000	2007-08 £'000
Balance at 1 April 2008	42,004	35,993
Arising on revaluation during the year	(5,909)	5,998
Transferred from/(to) general fund in respect of realised element of revaluation reserve	(23)	13
Balance at 31 March 2009	36,072	42,004

The amount arising on revaluation during the year includes an upward revaluation of £8k on Security assets included in Furniture & fittings, and an amount of £26k which is a downward revaluation in Furniture & fittings not deemed to be permanent.

20(b) Donated Asset Reserve

The donated asset reserve reflects the net book value of assets donated to the Assembly

	2008-09 £'000	2007-08 £'000
Balance at 1 April	1	1
Additions during the year	-	-
Revaluations	-	-
Release to Operating Cost Statement	-	-
Balance at 31 March 2009	1	1

21 Notes to the Cash Flow Statement

21(a) Reconciliation of operating cost to operating cash flows

		2008-09 £'000	2007-08 £'000
	Note		
Net operating cost	13	(44,936)	(40,981)
Adjustments for non-cash transactions	10	8,763	8,012
(Increase)/Decrease in Debtors		1,826	(2,196)
less movements in debtors relating to items not passing through the OCS		(1,670)	1,795
Increase/(Decrease) in Creditors		(647)	(287)
less movements in creditors relating to items not passing through the OCS		(57)	332
Use of provisions	18	(57)	-
Net cash outflow from operating activities		(36,778)	(33,325)

21(b) Analysis of capital expenditure and financial investment

		2008-09 £'000	2007-08 £'000
	Note		
Tangible fixed asset additions	14	2,052	1,817
Net cash outflow from investing activities		2,052	1,817

21(c) Analysis of capital expenditure and financial investment by Request for Resources

	Capital Expenditure £'000	Loans, etc £'000	Accruing Resources £'000	Net Total £'000
Request for Resources 1	2,052	-	-	2,052
Total 2008-09	2,052	-	-	2,052
Total 2007-08	1,817	-	-	1,817

21(d) Analysis of financing

	2008-09 £'000	2007-08 £'000
	Note	
From the Consolidated Fund (Supply) - current year	38,900	33,000
From the Consolidated Fund (Supply) - prior year	1,795	-
Net financing	40,695	33,000

21(e) Reconciliation of Net Cash Requirement to increase/(decrease) in cash

	2008-09 £'000	2007-08 £'000
	Note	
Net cash requirement	39,025	35,193
From the Consolidated Fund (Supply) - current year	(38,900)	(33,000)
From the Consolidated Fund (Supply) - prior year	(1,795)	-
Amounts due to the Consolidated Fund received in a prior year and paid over	53	-
Amounts due to the Consolidated Fund received and not paid over	(153)	(51)
Adjustment in respect of Supply balances		-
(Increase)/Decrease in cash	(1,770)	2,142

22. Notes to the Statement of Operating Costs by Aim and Objectives

The Northern Ireland Assembly is independent from the Executive for funding purposes and receives programme funding only.

Programme grants and other current expenditures have been allocated as follows:

	2008-09	2007-08
	£'000	£'000
Objective 1	44,936	40,981

Capital employed by NI Assembly by Aim and Objectives at 31 March 2009

	2008-09	2007-08
	£'000	£'000
Objective 1	128,383	135,705

23 Capital commitments

Capital expenditure authorised at 31 March 2009 was as follows:

	2008-09	2007-08
	£'000	£'000
Authorised and committed	20	1,640
Authorised but not committed	-	-
As at 31 March 2009	20	1,640

24 Commitments under leases

24.1 Operating Leases

Commitments under operating leases to pay rentals during the year following the year of these accounts are given in the table below, analysed according to the period in which the lease expires.

	2008-09	2007-08
	£'000	£'000
Other:		
Expiry within 1 year	-	-
Expiry after 1 year but not more than 5 years	14	-
Expiry thereafter	-	-
	14	-

24.2 *Finance Leases*

There are no obligations under finance leases.

25 **Commitments under PFI contracts**

There were no such commitments at 31 March 2009.

26. **Other financial commitments**

The Assembly has entered into non-cancellable contracts (which are not leases or PFI contracts), for a wide range of services and maintenance. The payments to which the Assembly is committed during 2008-2009, analysed by the period during which the commitment expires, are as follows.

	2008-09 £'000	2007-08 £'000
Expiry within 1 year	921	1,385
Expiry within 2-5 years	1,511	749
Expiry thereafter	-	-
	2,432	2,134

27 **Financial instruments**

The Northern Ireland Assembly, because of the largely non-trading nature of its activities and as its cash requirements are met through the Estimates process, is not exposed to the degree of financial risk faced by business entities. The Assembly has no powers to borrow or invest surplus funds. Financial assets and liabilities are generated by the day-to-day operational activities, that is, trade contracts to buy non-financial items in line with the Assembly's expected purchase and usage requirements. The Assembly does not hold financial instruments to change the risks faced in undertaking its activities and it is therefore not exposed to market, credit, liquidity, or interest rate risk.

Market Risk

The Assembly's exposure to foreign currency risk is not significant. There is no foreign currency income, and foreign currency expenditure is less than 2% of total expenditure. The Assembly's financial assets and liabilities are current and are generated by operational activities. They are short term and they are initially recognised at a Fair Value this is calculated to be equivalent to transaction cost. Therefore there is no significant exposure to fair value interest rate risk.

Credit Risk

The Assembly's exposure to credit risk is not significant. Financial assets are not held for trading or available for sale. They are short term debtors created from normal operational activities. 11% of the financial assets are external to government departments.

Liquidity risk

The Assembly's net revenue resource requirements are financed by resources voted annually by the Northern Ireland Assembly, as is its capital expenditure. It is therefore, not exposed to significant liquidity risks.

Interest rate risk

The Assembly's financial assets and liabilities carry nil or a fixed rate of interest and it is therefore not exposed to significant interest rate risk.

Fair Value

Fair value is the price arm's length market participants would pay or receive on the date at which the asset or liability is to be measured. It follows that the initial fair value is equal to the transaction price, i.e. the fair value of the consideration given or received. The carrying amount equates to initial fair value, as the financial assets and liabilities are short term instruments generated from operational activities, and there is no significant difference between the initial recognition amount and the maturity amount.

28 Contingent liabilities disclosed under FRS12

There were no contingent liabilities at 31 March 2009.

29 Contingent liabilities not required to be disclosed under FRS12 but included for assembly reporting and accountability purposes

There were no contingent liabilities at 31 March 2009.

30 Losses and special payments

There were no losses and special payments for year ending 31 March 2009.

31 Related-party transactions

The Northern Ireland Assembly is independent from the Executive for funding purposes. It has a number of transactions with the Executive and with other Government departments and public bodies. Most of these transactions have been with the Department of Finance and Personnel.

Related party transactions during the financial year with DFP relate to the utilisation of their call-off contracts, for example, for the provision of security and the Dial Network. None of the post-holders within the Assembly holds any post within DFP.

None of the Members, key managerial staff or other related parties has undertaken any material transactions with the Northern Ireland Assembly during the year.

32 Entities within the Assembly boundary

The Northern Ireland Assembly does not currently support any agencies, non-departmental bodies (NDPBs) or trading funds.

TABLE 1: PERFORMANCE AGAINST CORPORATE PLAN TARGETS 2008-2009				
OBJECTIVE	MEASURES OF SUCCESS	ACTIONS / INITIATIVES	RESPONSIBILITY	POSITION AT 31 MARCH 2009
1. To facilitate the effective operation of the Assembly	Business as planned	1.1 100% of Plenary meetings go ahead as scheduled	Director of Clerking and Reporting	Achieved
		1.2 100% of Committee meetings go ahead as scheduled	Director of Clerking and Reporting	Achieved
	Support Services in place	1.3 Identify key business standards	All	Achieved
	Business Continuity Plan in place	1.4 Assess extent of Business Continuity Planning in place	All	Achieved
2. To encourage Citizen Engagement with the Assembly	Engagement Strategy in place (by third quarter)	2.1 Engagement Strategy to include targets for number of visitors, website usage, attendance at Committee meetings, demographic and other spreads of activity, MLA involvement and school involvement	Director of Engagement	Achieved
3. To ensure the efficient operation of the Assembly	Budget Compliance (Spend within 5%)	3.1 Establish a programme of benchmarking against functional areas	All	Achieved
	Efficiency targets in place	3.2 Set efficiency targets, monitor and review	All	Partially achieved Outstanding action postponed to 2009/2010
	Unqualified Audit opinion	3.3 Review VFM Audit report	Director General	Achieved
		3.4 Develop a VFM strategy	Director of Resources	Achieved

TABLE 1: PERFORMANCE AGAINST CORPORATE PLAN TARGETS 2008-2009				
OBJECTIVE	MEASURES OF SUCCESS	ACTIONS / INITIATIVES	RESPONSIBILITY	POSITION AT 31 MARCH 2009
4. To improve the understanding and perception of the Assembly.	Improved Internal Audit Reports	3.5 Set targets for internal review reports	Director General	Achieved
	Engagement Strategy in place (by third quarter)	4.1 Engagement strategy to include proposals for: developing a visitor survey, national survey, media monitoring, and to develop a public information strategy.	Director of Engagement	Achieved
5. To support Members in fulfilling their parliamentary duties	Members' Survey	5.1 Develop survey to include needs analysis	Director General	Partially achieved
	Support Services in place	5.2 Identify key business standards	All	Outstanding actions deferred to 2009/2010 Achieved
6. To satisfy needs of all who engage with the Assembly	Engagement Strategy in place (by third quarter)	6.1 Develop Engagement Strategy	Director of Engagement	Achieved
	Customer Service standards in place	6.2 Develop and put in place Customer Service standards	All	Achieved
7. To improve access	Website review complete (by March 2009)		Director of Engagement	Achieved
	Engagement Strategy in place (by third quarter)		Director of Engagement	Achieved
	DDA Action Plan implemented		Director General	Partially achieved
	Equality Scheme implemented		Director General	Partially achieved
	Press Office in place		Director of Engagement	Achieved

TABLE 1: PERFORMANCE AGAINST CORPORATE PLAN TARGETS 2008-2009				
OBJECTIVE	MEASURES OF SUCCESS	ACTIONS / INITIATIVES	RESPONSIBILITY	POSITION AT 31 MARCH 2009
	Appropriate Transport Links in place	7.1 Engage with transport authorities to review timing/frequency	Director of Properties	Achieved and ongoing
	Accommodation requirements specified (by first quarter)	7.2 Develop proposals to improve reception area	Director of Properties	Achieved
8. To ensure business continuity	100% of Assembly Business conducted as scheduled	8.1 Assess extent of Business Continuity Planning in place	Director of Clerking and Reporting	Achieved
	Business Continuity Plan in place	8.2 100% of Business plans in place as per corporate targets	All	Achieved
	Corporate planning/business planning conducted to corporate timetable		Director General	Achieved
9. To improve key business processes	Process Review Programme in place	9.1 Process maps for key business processes: plenary business, committee servicing, HR processes, publications – completed and areas for improvement identified	Directors of : Clerking and Reporting Resources Engagement	Partially achieved Outstanding actions deferred to 2009/2010
	Review of Secretariat implemented	9.2 As per review programme	Director General	Achieved
10. To develop Sustainability Strategy	Sustainability Officer appointed		Director of Properties	Not achieved
11.. To develop an Information Strategy	Information strategy in place (by second quarter)	11.1 Agree scope of an information strategy	Director of Resources	Achieved

TABLE 1: PERFORMANCE AGAINST CORPORATE PLAN TARGETS 2008-2009				
OBJECTIVE	MEASURES OF SUCCESS	ACTIONS / INITIATIVES	RESPONSIBILITY	POSITION AT 31 MARCH 2009
12. To improve communications	IT Strategy in place	11.2 Strategy in place	Director of Resources	Deferred to 2009/2010
	Reduction in number of FOI requests from staff	12.1 10% reduction	Director General	Not achieved
		12.2 Put a proposal on FOI disclosure log to Commission by fourth quarter	Director General	Achieved
13. To develop effective Partnership arrangements	Joint initiatives /collaborations	12.3 Internal Communications Group to report with recommendations to IMB	Director General	Achieved
		13.1 Develop measures for joint initiatives /partnerships etc	All	Achieved
	Engagement strategy	13.2 Engagement strategy to be developed and implemented	Director of Engagement	Achieved
	Good relations strategy in place	13.3 Identify lead on good relations strategy	Director General	Achieved
14. To have in place the dedicated, trained and competent group of staff needed to meet the Assembly needs	Performance Management System in place	13.4 Strategy in place		
		14.1 Training in new appraisal system	Director of Resources	Achieved
	Corporate and Directorate Training Plans in place	14.2 Scorecard for each Directorate to be developed	All	Partially achieved
15. To have in place agreed Pay and Grading and	Commission / TUS/ Staff agreement in	14.3 Develop and deliver training plan by June 2009	Director of Resources	On target for completion by June 2009
		15.1 HR policies on recruitment and starting pay agreed	Director of Resources	Achieved

TABLE 1: PERFORMANCE AGAINST CORPORATE PLAN TARGETS 2008-2009				
OBJECTIVE	MEASURES OF SUCCESS	ACTIONS / INITIATIVES	RESPONSIBILITY	POSITION AT 31 MARCH 2009
Terms and Conditions to meet the Assembly needs	place			
16. To complete implementation of the appropriate structures to support the effective operation of the Assembly	New structures in place		Director General	Achieved
	Clerk/Director General and Directors appointed		Director General / Director of Resources	Achieved
17. To put in place good governance arrangements including compliance	Review recommendations in place	17.1 As per Review Plan	Director General	Achieved
	Unqualified Audit Opinion		Director General	Achieved
	Improved Internal Audit reports	17.2 Reductions in poor ratings	Director General	This is a three year target. There was no improvement in year 1.
	Compliance Monitoring arrangements in place	17.3 Proposals for compliance monitoring	All	Achieved
18. To embed the values within the Assembly	Members' survey	18.1 Directors to be given specific responsibility in delegations	Director General	Achieved
		18.2 Values to be reflected in Directorate plans	All	Partially achieved
	Performance Management System in place	18.3 Values to be part of performance management system	Director of Resources	Partially achieved

TABLE 1: PERFORMANCE AGAINST CORPORATE PLAN TARGETS 2008-2009				
OBJECTIVE	MEASURES OF SUCCESS	ACTIONS / INITIATIVES	RESPONSIBILITY	POSITION AT 31 MARCH 2009
19. To have well motivated staff		18.4 Values to be included in staff induction and MLA induction	Director of Resources	Achieved
	Training Plan in place	19.1 Training plan in place	Director of Resources	Partially achieved
	Performance Management system in place.		Director of Resources	Achieved

The Speaker



**Northern Ireland
Assembly**

Office of the Speaker
Room 39
Parliament Buildings
Belfast BT4 3XX

Tel: +44 (0) 28 9052 1130
Fax: +44 (0) 28 9052 1959
email: speaker@niassembly.gov.uk

CLERK TO ASSEMBLY

TK/0/8
19 AUG 2008

RECEIVED

**Mr Trevor Reaney
Clerk to the Assembly/Director-General
Northern Ireland Assembly
Parliament Buildings
BELFAST
BT4 3XX**

19 August 2008

Dear Trevor,

DELEGATION OF FUNCTIONS

The Northern Ireland Assembly Commission (the Commission) is required under Section 40 (4) of the Northern Ireland Act 1998 to provide the Assembly or ensure that the Assembly is provided, with the property, staff and services required for the Assembly’s purposes. Section 40 makes further provision for other functions to be conferred on the Commission.

Paragraph 4 of Schedule 5 to the 1998 Act states that the Northern Ireland Assembly Commission may delegate any of its functions to the Presiding Officer or a member of staff of the Assembly. The Clerk/Director-General is the senior staff member of the Assembly and as with all the staff of the Assembly is responsible to the Commission.

Under paragraph 4 of Schedule 5 to the Act, the Assembly Commission hereby delegates to you all its functions (whether under the Act or any other provision of law) including the responsibility for the management of staff subject to the following exceptions and conditions:

- (a) matters relating to your appointment, terms and conditions and remuneration;
- (b) matters relating to the appointment, terms and conditions and remuneration of the Clerk/Director-General and any Directors;
- (c) your appraisal (the Speaker will deal with this in consultation with Commission members);
- (d) final decisions on discipline and grievance issues relating to you, members of the previous senior management board, and Directors;
- (e) new personnel policies including terms and conditions of service, salaries and pensions for staff, and significant variations to personnel policies;

- (f) matters relating to the setting of the remuneration, allowances and pensions for Assembly Members;
- (g) the approval of the annual budget and the agreement of the annual accounts of the Northern Ireland Assembly; and
- (h) exercise of the power to borrow money provided by paragraph 3(4) of Schedule 5 to the Act.

You must consult the Commission before:

- (a) making appointments at Director level;
- (b) creating new Director posts or abolishing existing Director posts;
- (c) authorising the acquisition or disposal of land and buildings;
- (d) authorising ICT and consultancy projects in excess of £50,000; and
- (e) authorising expenditure on matters that could reasonably be regarded as novel or contentious.

The delegation of functions mentioned above does not prevent the exercise of those functions by the Commission.

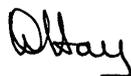
You may sub-delegate functions to immediate managers as appropriate.

In exercising the functions delegated to you, you and any staff to whom you further sub-delegate any functions should, in accordance with principles to be included in the Assembly’s Corporate Plan:

- (a) ensure propriety in the consumption of resources allocated to the Assembly Commission by following all relevant procedures in procurement and financial control;
- (b) seek wherever practicable to take account of environmental and ethical considerations;
- (c) apply the Assembly’s rules fairly and equally to all MLAs, in particular in relation to allowances.

You are also required to consult the Assembly Commission on any matters which could reasonably be considered as novel, contentious or potentially politically sensitive.

Yours sincerely,



WILLIAM HAY MLA

SP228_08



Published by Authority of the Northern Ireland Assembly,
Belfast: The Stationery Office

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ISBN 978-0-339-40316-1

