

SECRETARIAT MANAGEMENT GROUP (SMG)

**WEDNESDAY, 20 DECEMBER 2017 at 9.30AM
ROOM 106, PARLIAMENT BUILDINGS**

APPROVED

Present: Lesley Hogg
Tara Caul
Gareth McGrath
Richard Stewart

In Attendance: Janet Hughes
Rose Morwood
Robin Ramsey
Angela Kelly
David Johnston
Ken Eccles
Paula McClintock
Sinéad McDonnell

Opening/Review

The meeting commenced at 9.32am.

1. Apologies

No apologies were received.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of previous meeting

The minutes of the meeting on 26 October 2017 which re-convened on 13 November 2017 together with unrestricted papers were published on 7 December 2017.

4. SMG Action Points

The outstanding action points were reviewed and progress was noted subject to the following comments.

Employee photographs available on Assembly's Intranet (AssISt)

Action: Richard Stewart to follow up on this action.

Amendment to the Employer Supported Volunteering (ESV) Policy in support of Charity of the Year Events

Action: Richard Stewart to arrange for the ESV policy to be uploaded and communicated on AssISt.

HR Management Information – Introduction of a process of capturing lessons learned regarding sick absence

Action: Richard Stewart to provide a status update outlining how lessons learned will be captured and communicated to SMG.

Health and Wellbeing Strategy and Action Plan – Mental Health Charter

Action: Richard Stewart to provide a status update outlining how the Mental Health Charter was communicated to staff.

Review of the Northern Ireland Assembly Commission Complaints Policy and Procedure

Action: Gareth McGrath to arrange for a copy of the updated policy to be emailed to SMG for final review before being published.

Robin Ramsey joined the meeting at 9.41am

5. Political Update

SMG noted that Mr Trevor Reaney's advice to the Secretary of State for Northern Ireland on Members of the Northern Ireland Assembly Salaries, Expenses and Allowances had been published today.

CORPORATE SUPPORT

6. Draft Commission Agenda

SMG discussed and agreed the agenda items for the Commission meeting on 31 January 2018.

Agenda to include the following items:

- Clerk/CE Key Report;
- Security Policy;
- 18/19 Budget;

- Pay Claim 2017 Update;
- Staffing Update; and
- Artefacts Proposal.
- Implications of any changes to the 2016 IFRP Determination should these be announced.

Robin Ramsey left the meeting at 10.03am.

Angela Kelly joined the meeting at 10.03am for agenda item 7.

LEGAL, GOVERNANCE AND RESEARCH SERVICES

7. General Data Protection Regulation (GDPR) Progress Report

Angela Kelly provided SMG with a GDPR progress update.

Angela confirmed that a recent Data Protection Audit had been conducted by the Information Asset Owners (IAO) from the various business areas within the organisation, and advised that a register would be produced of all personal data held from the audit responses received.

SMG noted that Data Protection Impact Assessment Training would be provided to Heads of Business (HoBs), Contract Managers, IAOs and Directors by mid-January 2018. Angela confirmed that Guidance for MLAs was also currently being drafted.

SMG recorded its thanks to Angela and the Project Team for their extensive efforts over recent months progressing GDPR readiness.

Angela Kelly left the meeting at 10.14am.

David Johnston joined the meeting at 10.14am for agenda item 8.

8. Review of Corporate Risk Register

SMG considered the latest draft of the Corporate Risk Register which will be reviewed by SMG again in March 2018 and by the Secretariat Audit and Risk Committee (SARC) in January 2018.

Agreed: SMG agreed the contents of the current draft Corporate Risk Register, subject to some minor amendments.

Action: David Johnston to amend dates in relation to Corporate Risk 1, Section C, 'Additional actions to manage the risk' and update the 'how evidenced' column.

Action: David to update Corporate Risk 2, 'Interruption of ability to deliver key services'. Completed actions to move to

Risk Response in the March 2018 update. Further action to be added in relation to the 'Review of the Security Management System (SMS) by consultant' to cover implementation.

Action: David to re-insert deleted actions in relation to Corporate Risks 3 & 4, to allow for updates to be recorded in the December update and then removed in the March update.

Action: David to obtain an update in relation to Corporate Risk 4, Section C, Organisational Development Strategy.

Action: Corporate Risk 6, 'Media appropriate briefing pack to be prepared setting out the financial support of Members', Gareth to provide more detail in relation to 'Position at 20 December 2017'.

David Johnston left the meeting at 10.28am.

PARLIAMENTARY SERVICES

9. Members' Survey 2016-17 Action Plan – Six Monthly Update

SMG noted the six-monthly update regarding implementation of the Members' Survey 2016-17 Action Plan.

Following consideration of the Action Plan, SMG agreed that in relation to the action regarding the provision of IFRP 2016 Determination explanatory sessions, the Secretariat should provide Information Sessions for MLAs if any change is made to the 2016 Determination by the Secretary of State.

Action: Richard Stewart to update the Action Plan to reflect the potential requirement for training and guidance for MLAs if any changes are made to the 2016 IFRP Determination.

CORPORATE SERVICES

Ken Eccles joined the meeting at 10.40am for agenda items 10 and 11.

10. Business Continuity Plan Update

Ken Eccles updated SMG on the current status of the draft Business Continuity Plan.

Ken confirmed that consultant led workshops and discussions that had taken place in April and September 2017 had highlighted some possible updates to the plan.

SMG considered the proposed updates and were content for the plan to be updated in line with the consultant's suggested approach.

Action: Ken Eccles to populate the Command and Control Structure with names.

Action: Ken to arrange for Heads of the Assembly's Six Key Strategic Service areas to present their Business Impact Analysis (BIA) to the Clerk/Chief Executive and Directors at a meeting in early 2018.

Action: Ken to carry out an annual review of the plan with a test exercise performed every two years.

Action: Richard Stewart to contact the Northern Ireland Civil Service (NICS) and obtain written confirmation that the Northern Ireland Assembly is part of the NICS Contingency Plan.

11. Memorandum of Understanding (MoU) between the Northern Ireland Assembly Commission (NIAC) and the Police Service of Northern Ireland (PSNI)

SMG noted that the MoU previously agreed by the Commission had been signed by the PSNI and confirmed that it was content for it to be signed.

Action: Lesley Hogg to update Commission Members on the current status of the MoU at the January Commission meeting.

Ken Eccles left the meeting at 11.18am.

Paula McClintock joined the meeting at 11.18am for agenda item 12.

12. Management Accounts

Paula McClintock presented the Management Accounts for the reporting period 30 November 2017.

Paula confirmed that the formal monitoring exercise commissioned by the Department of Finance (DoF) had been completed and SMG noted the updated forecast outturn figures.

SMG reviewed the remaining budgets held by the various business areas until the end of this financial year.

Action: Directors to liaise with their HoBs to ensure expenditure of remaining budget monies is carefully monitored in line with anticipated expenditure.

Gareth McGrath advised SMG that Politics Plus would be requesting £75,000 of funding for 2017/18 under the MoU which was agreed by the Commission at its November meeting.

Action: Speaker to issue a letter to the Chairperson of Politics Plus outlining the funding agreed by the Assembly Commission.

SMG reviewed the latest Capital Report and Directors agreed to liaise with their HoBs to ensure that the capital projects approved for 2017/18 were completed by the end of the financial year.

Action: Directors to liaise with their HoBs to ensure that the capital projects approved or 2017/18 are completed by the end of the financial year.

Richard Stewart confirmed that work was continuing in relation to the formatting and presentation of data on the DAS Report, and stated that support was required from colleagues within Information Systems (IS).

Lesley Hogg requested that this is prioritised by IS.

Action: Richard Stewart and Paula McClintock to liaise with IS to take this matter forward as a priority.

Paula McClintock left the meeting at 11.37am.

Sinéad McDonnell joined the meeting at 11.38am for agenda items 13 and 14.

13. HR Management Information

SMG noted the latest staff continuing activities and redeployment figures and agreed to review them in more in detail at a separate meeting.

Action: Lesley Hogg to arrange a meeting with Directors to discuss the staff continuing activities and redeployment figures returned by HoBs and reported to SMG on 20 December 2017.

SMG also reviewed the Sick Absence report and noted that the average days lost to sickness absence per Full-Time Equivalent (FTE) member of staff for the period November 2016 to October 2017 was 9.6 compared with an agreed absence benchmark of 7.5 average working days lost per annum and an increase of 1.1 days on the period from November 2015 to October 2016.

14. Methodology on the Review of the Assembly Commission's Performance Management Framework and Competency Framework

SMG considered the methodology that will be applied to the Review of the Assembly Commission's Performance Management Framework and Competency Framework and were content with the approach as presented.

Sinéad McDonnell left the meeting at 11.58am.

DIRECTORATE UPDATES

15. Directors' Updates

SMG noted the Directorate updates.

OTHER ITEMS

16. Items Cleared by correspondence

Corporate Risk Register

Management Accounts – October 2017

17. AOB

There was no other business.

18. Date of Next Meeting

The date of the next meeting is 19 January 2018.

The meeting ended at 12.06pm.