



**Northern Ireland
Assembly**

COMMITTEE FOR THE EXECUTIVE OFFICE

**MINUTES OF PROCEEDINGS
WEDNESDAY 1 JUNE 2016
ROOM 30, PARLIAMENT BUILDINGS**

Present: Mr Mike Nesbitt (Chairperson)
Mr Danny Kennedy (Deputy Chairperson)
Mr Cathal Boylan
Ms Pam Cameron
Mr Stewart Dickson
Mr William Irwin
Mr Phillip Logan
Mr Seán Lynch
Mr Richie McPhillips
Mr Ian Milne
Mr Christopher Stalford

Apologies: None

In Attendance: Mrs Kathy O’Hanlon (Assembly Clerk)
Miss Karen Jardine (Assistant Assembly Clerk)
Mr Stephen Magee (Clerical Supervisor)
Mrs Andrienne Magee (Clerical Officer)

The meeting opened in closed session at 2.04pm.

1. Committee Protocols

Outcomes of an effective Committee

Members noted a document on the outcomes of an effective Committee.

Agreed: The Committee agreed to return to this document at its strategic planning meeting.

Mr Irwin joined the meeting at 2.07pm.

Strategic priorities - arrangements for forthcoming strategic planning meeting

The Chairperson advised that the First Minister and deputy First Minister had indicated their available to attend a meeting of the Committee on Wednesday 8 June 2016 to provide an overview of the work of the Executive Office and their key priorities.

Agreed: The Committee agreed that it was content to receive briefings from Ministers and senior officials from within the Executive Office during June 2016, in order to be provided with an overview of the department and its proposed key priorities for the next session and, in the longer term, for the mandate. The Committee will also hear from arm's length bodies.

Agreed: The Committee agreed to hold a strategic planning meeting in early September, and that it was content for staff to bring forward proposals including suggested venue and costings for that meeting.

Committee approach

The Committee agreed its approach to a number of practical matters including:

- dealing with correspondence and meeting requests not related to strategic priorities;
- preparation for briefings and evidence sessions and questioning of witnesses;
- protocol on conduct and courtesy at committee meetings; and
- the use of social media.

Agreed: Members agreed they were content for staff to update the Committee twitter account with factual information relating to the working of the Committee.

The meeting moved into public session at 2.17 pm.

2. Apologies

There were no apologies.

3. Chair's Business

The Chairperson welcomed members to the Committee and the Committee membership was noted.

Members noted contact details for Committee staff.

Members completed a form providing information about relevant contact details.

4. Declaration of Interests

The Chairperson reminded Members of the requirement to register relevant interests in the Register of Members' Interests, and that the deadline to do so is Thursday 9 June.

The Chairperson also reminded Members of the requirement to declare any interests held which may be relevant to the work of the Committee for the Executive Office.

No interests were declared.

5. Committee Procedures

Members noted the following guidance:

- Guide to the Powers and Operation of Statutory Committees for Chairpersons and Members;
- Guide to the Role of Committee Chairpersons;
- Guide for Members to the Role and Functions of the Committee Office;
- Providing an Effective Research Service to Committees - Good Practice and Guidelines; and
- Timescales for Interaction between Assembly Committees and Departments.

6. Subordinate Legislation

The Committee noted guidance on the handling of Subordinate Legislation in the form of Statutory Rules.

The Chairperson advised Members that it is normal practice for a Committee to delegate the technical examination of subordinate legislation to the Examiner of Statutory Rules at the beginning of a mandate.

Agreed: The Committee for the Executive Office resolves, under Standing Order 43, to delegate to the Examiner of Statutory Rules the technical scrutiny of statutory rules referred to the Committee under the above mentioned Standing Order. The Committee further resolves that in carrying out this function the Examiner shall be authorised to report his technical findings on each statutory rule to the Assembly, through the Business Office, and to the relevant Department, as well as to the Committee itself and to publish his report.

7. Committee for OFMDFM 2011-2016 Legacy Report

Members noted the Committee for OFMDFM 2011-2016 Legacy Report which highlighted the key achievements and successes of that Committee during the previous mandate and included issues that its successor may wish to consider.

Members discussed matters relating to the Historical Institutional Abuse Inquiry and investigations into institutions in other jurisdictions which impact on citizens of Northern Ireland.

Agreed: The Committee agreed to raise matters relating to historical institutional abuse with Ministers at the briefing scheduled for Wednesday 8 June.

Agreed: The Committee agreed to consider the Committee for OFMDFM 2011-2016 Legacy Report at its strategic planning meeting in September.

Agreed: The Committee agreed to forward a copy of the Committee for OFMDFM 2011-16 Legacy Report to the Executive Office, and to highlight in particular paragraphs 35 and 36 which deal with receipt of departmental papers and frequency of Ministerial briefings.

8. Departmental First Day Brief

Members noted the First Day Brief for the Executive Office which outlined the main priorities and business areas for the Executive Office, including the key personnel.

Agreed: The Committee agreed to include the First Day Brief in the papers for the Ministerial briefing scheduled for Wednesday 8 June.

9. Draft Programme for Government Framework 2016-21

Members considered the Draft Programme for Government Framework 2016-21 and noted that the consultation on the Framework is open until 22 July.

The Chairperson advised that the OFMDFM Committee had been responsible for coordinating the responses from other Assembly statutory committees to the draft PfG.

Agreed: The Committee agreed to coordinate statutory committee responses to the second consultation which will be undertaken alongside the consultation on the Budget in the autumn.

Agreed: The Committee agreed to request that Assembly Research prepare a paper on outcomes-based approaches and how they are applied to public governance and accountability in other jurisdictions, for circulation to the other statutory committees.

10. June Monitoring

Agreed: The Committee agreed to request a briefing from senior Executive Office officials on the Department's budget and its June monitoring round return.

11. Draft Forward Work programme

Members considered the Committee's draft Forward Work Programme for the period before summer recess.

Agreed: The Committee agreed the draft Forward Work Programme for the period before summer recess.

12. Any Other Business

No other business.

13. Date, time and place of next meeting

The next meeting will be held in Room 30 on Wednesday 8 June 2016 at 2 p.m.

The Chairperson adjourned the meeting at 2.35 pm.

Mr Mike Nesbitt MLA
Chairperson,
Committee for the Executive Office