SECRETARIAT MANAGEMENT GROUP

THURSDAY, 12 JANUARY 2012 AT 10.05AM
ROOM 106, PARLIAMENT BUILDINGS

APPROVED

Present:	**Trevor Reaney** **Gareth McGrath** **John Stewart** **Richard Stewart** **Stephen Welch** **Hugh Widdis**
In attendance:	**Jim Beatty** **Tony Logue (Agenda item 6)** **Jonathan McMillen (Agenda item 7)**

1 Apologies

1.1 None. Stephen Welch was welcomed back on his return to the office.

2 Declaration of Interests

2.1 No member declared an interest.

3 Minutes of Previous Meetings

3.1 The minutes of the meeting of 19 December 2011 were approved subject to some amendments.

4 Matters Arising

4.1 All issues within Matters Arising will be dealt with through the Action Points or discussed as substantive agenda items.

5 SMG Action Points

5.1 The outstanding Action Points were reviewed. Members were asked to advise Jim Beatty of further updates and amendments.

6 Future Commission/SMG Business

6.1 Tony Logue joined the meeting at 10.15am.

6.2 The proposed agenda for the next Commission meeting on 24 January 2012 was discussed:-

- Clerk/DG Update Report
- Efficiency Review Project Update
- Reward and Recognition Strategy and Principles
- Report to those charged with Governance
- Update on Members Financial Services Handbook
- Assembly Members Pension Scheme

6.3 SMG noted the Forward Work Plan for the Commission and SMG.

6.4 SMG noted the recent Assembly Questions.

7 Assembly Effectiveness

7.1 Jonathan McMillen joined the meeting at 10.40am.

7.2 Hugh Widdis introduced the paper before SMG. A verbal update had been provided to SMG in June 2011 when it was agreed to provide a further update today.

7.3 Jonathan McMillen spoke on the 7 projects referred to within the paper. These were:-

- Private Members' Bills
- Scrutiny of Delegated Powers
- Improved Annual Budget Process
- Independent Financial Review Panel
- Working Group on Effectiveness
- Members' Support Programme
- EU Engagement Strategy

7.4 SMG commended the progress to date.

8 Updates

(a) Directors

Stephen Welch said that following the review of upper level parking permits on medical grounds, letters on the policy would be issued to permit holders this week. A Postmaster will be issued to all staff. An informal meeting area has been created outside Room 401.

John Stewart said that discussions on staffing pressures within the Committee Office are continuing.

Richard Stewart said that guidance on business planning will be issued this week.

9 Any Other Business

9.1 Trevor Reaney raised a number of issues:-

(a) SMG noted the Executive's on-going discussions in respect of the number of government departments.

(b) It was proposed that SMG move to monthly meetings with immediate effect. As a consequence, budget governance will be dealt with by a sub-group of SMG in the same way as the Vacancy Management Group, with meetings following on from Vacancy Management Group meetings. This was agreed.

(c) An amended business case for design services on the roof project and minor capital works which had been agreed in July 2011 and cleared by correspondence was endorsed.

10 Date of Next Meeting

The next meeting will take place at 10.00am on Friday, 10 February 2012 in Room 106.

The meeting adjourned at 11.25am.