

SECRETARIAT MANAGEMENT GROUP

**1 OCTOBER 2008 AT 9.30AM
IN ROOM 23,
PARLIAMENT BUILDINGS**

APPROVED

Present: Mr. Trevor Reaney; Dr. Gareth McGrath; Mr. John Stewart; Mr. Richard Stewart; Mr. Stephen Welch;

In attendance: Mr. Hugh Widdis; Mr. Simon Kelly.

1 APOLOGIES

- 1.1 No apologies were received.

2 MINUTES OF PREVIOUS MEETING

- 2.1 The minutes of the Secretariat Management Group (SMG) meeting held on 17 September 2008 were approved with amendment.
- 2.2 Simon Kelly undertook to ensure that all approved minutes of SMG meetings are placed on AsslSt as soon as possible, once the SMG AsslSt pages are completed.

ACTION: SIMON KELLY

3 TAXI SCHEME

- 3.1 Richard Stewart provided an overview to SMG of his paper on tax and National Insurance liabilities arising from the previous Assembly Taxi Scheme.
- 3.2 There was some discussion on the issue. It was noted that the Commission had discussed this issue previously and agreed to the principle of paying the outstanding amount. It was further noted that this figure was the minimum possible settlement.
- 3.3 Richard Stewart said that this issue had been brought to the attention of the Secretariat Audit Advisory Committee in previous reports submitted to the Committee.
- 3.4 Hugh Widdis requested that a copy of the settlement document is forwarded to him before it is issued to HMRC.

ACTION: RICHARD STEWART

- 3.5 SMG agreed the recommendations in the paper and that it be submitted to the Commission for its consideration.

ACTION: RICHARD STEWART

4 ANY OTHER BUSIENSS

Letters of Delegation

- 4.1 Trevor Reaney said that he had not yet issued letters of delegation to Directors as he was still considering a number of related matters. The letters would be issued to Directors shortly.

ACTION: TREVOR REANEY

5 FUTURE MEETINGS

- 5.1 To take place at 10.00am in Room 29 (unless stated otherwise):
- Wednesday 15 October;
 - Wednesday 12 November;
 - Wednesday 26 November;
 - Wednesday 10 December (at 2.30pm).
- 5.2 It was agreed that a meeting would be arranged w/c 3 November 2008 if any business arose that required urgent attention.