SECRETARIAT MANAGEMENT GROUP

17 SEPTEMBER 2008 AT 2.30PM
IN ROOM 29,
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. Tony Logue; 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 11 September 2008 were approved with amendment.

3 MATTERS ARISING

3.1 Suppliers' Information Event

3.1.1 Richard Stewart provided an overview to SMG on the proposals for a suppliers' information event to be held in Parliament Buildings.

3.1.2 There was some discussion on the proposals and it was agreed that a pilot event should be held, concentrated solely on ICT and ICT-related contracts. The success of this event would then help to inform the Assembly's future procurement strategy.

ACTION: RICHARD STEWART

3.1.3 Richard Stewart undertook to prepare a Procurement compliance paper- including proposals on future procurement options- for submission to SMG at its meeting on 2 October 2008.

ACTION: RICHARD STEWART

3.2 Ormiston House

3.2.1 Stephen Welch provided an overview to SMG members on the Ormiston house project.

3.2.2 There was some discussion on the issue and it was agreed that Stephen Welch would provide a verbal update on this subject to the Commission at its meeting on 23 September.

ACTION: STEPHEN WELCH

3.3 Audit of Existing Accommodation Usage

3.3.1 Stephen Welch provided an overview to SMG on plans for the Audit of Existing Accommodation Project.

3.3.2 It was agreed that options for interim accommodation provision should be examined. This should be factored into the verbal update to be provided by Stephen Welch at the Commission meeting on Tuesday 23 September.

ACTION: STEPHEN WELCH

3.4 Financial monitoring

3.4.1 There was some discussion on the provision of financial monitoring information to SMG.

3.4.2 It was agreed that the summary NI Assembly expenditure reports, as issued by the Finance Office, should be submitted to SMG on a quarterly basis.

ACTION: RICHARD STEWART

4 SMG/IMB ACTION POINTS

4.1 The SMG and IMB action points tables were noted.

4.2 It was agreed that all Directors should update their respective action points and deadlines and submit them to Simon Kelly.

ACTION: ALL DIRECTORS

4.3 Simon Kelly undertook to consolidate the SMG and IMB action points tables.

ACTION: SIMON KELLY

5 FUTURE SMG/COMMISSION BUSINESS

5.1 Tony Logue provided an overview to SMG members of agenda items for the Commission meeting of the 23 September, which would include:

- The Commission Members' Handbook;
- Ormiston House (verbal update);
- Audit of Existing Accommodation Usage (verbal update);
- Report on the Chamber Upgrade;
- Update on the Broadcasting Equipment Replacement Project;
- Provision of information to the Electoral Commission;
- September Monitoring round.

5.2 Annual Report

5.2.1 Tony Logue provided an overview of the updated version of the Annual Report options paper, originally submitted to the previous SMG meeting.

5.2.2 The recommendations in the paper were agreed, and Tony Logue undertook to submit this updated paper to the Commission meeting of 23 September 2008.

ACTION: TONY LOGUE

6 COMMISSION MEMBERS' HANDBOOK

6.1 SMG noted the Commission Members' Handbook. It was agreed that this document would be submitted to the Commission at its meeting on 23 September 2008.

ACTION: TONY LOGUE

7 COMMISSION AWAY DAY- ACTIONS PAPER

7.1 Tony Logue provided an overview to SMG of his update paper on the Commission's offsite meetings of 5 and 6 June 2008.

7.2 It was agreed that deadlines should be added to the actions arising from this meeting. Tony Logue undertook to add this information.

ACTION: TONY LOGUE

8 CURRENT FOI REQUESTS

8.1 SMG noted that no FOI requests had been received since its last meeting on 11 September 2008.

9 ANY OTHER BUSINESS

9.1 Prime Minister's visit

9.1.1 Trevor Reaney expressed his thanks to all staff who had been involved in the arrangements for the successful visit of the Prime Minister to Parliament Buildings on Tuesday 16 September.

9.1.2 He said that debriefing sessions on the visit will be arranged, allowing any refinements and improvements to be suggested for future visits and other similar events.

9.1.3 Gareth McGrath and Stephen Welch agreed to examine how events are co-ordinated in Parliament Buildings and how responsibility is allocated for such events. They undertook to prepare a paper on this issue for submission to SMG.

ACTION: GARETH MCGRATH/ STEPHEN WELCH

9.2 Secretariat Audit and Risk Committee

9.2.1 Trevor Reaney reported that he had chaired a meeting of the Secretariat Audit and Risk Committee (SARC) earlier that day, and provided an overview to SMG of what was discussed at the meeting.

9.2.2 Trevor Reaney said that he will alert SARC to any potentially contentious audit-related issues as a matter of course.

9.3 European Heritage Services Open Days

9.3.1 Gareth McGrath reported that the European Heritage Services Open Days held on 13 and 14 September 2008 in Parliament Buildings had been very successful. He said that over 2,000 members of the public had visited Parliament Buildings over the course of the two days.

9.4 Revised Whitley Constitution

9.4.1 Richard Stewart reported that the Human Resources Working Group had considered the draft revised Whitley Constitution. He said that TUS had requested that management side revise a previous version of the agreement and amalgamate it into the current draft.

ACTION: RICHARD STEWART

9.4.2 As a result of this request, it was noted that it had not been possible to submit a draft of the agreement for consideration at this SMG meeting.

10 FUTURE MEETINGS

To take place at 10.00am in Room 29 (unless stated otherwise):

- Thursday 2 October;
- Wednesday 15 October.