SECRETARIAT MANAGEMENT GROUP
9.30AM ON FRIDAY 12 JUNE 2009
IN TRAINING ROOM 1, ANNEXE C

APPROVED

Present:	**Mr. Trevor Reaney; Mr. Richard Stewart; Mr. Stephen Welch; Dr. Gareth McGrath; Mr Damien Martin*.**
In attendance:	**Mr. Hugh Widdis; Mr. Tony Logue (agenda items 6, 7 and 8); Ms Sinead Lappin; (agenda item 10.1); Ms Alison Ross; (agenda item 10.1); Mr. Simon Kelly.**
	***Deputising for Mr. John Stewart;**

1 APOLOGIES

1.1 Apologies were received from Mr. John Stewart.

2 DECLARATION OF INTERESTS

2.1 No interests were declared.

3 MINUTES OF PREVIOUS MEETING

3.1 The minutes of the Secretariat Management Group (SMG) meeting held on 29 May 2009 were approved, subject to a number of amendments.

4 MATTERS ARISING

4.1 There were no matters arising.

5 SMG ACTION POINTS

5.1 SMG members undertook to forward any updates or amendments to the SMG Actions Points table to Simon Kelly prior to the next meeting.

ACTION: ALL SMG MEMBERS
DEADLINE: 19/6/09

6 FUTURE SMG/COMMISSION BUSINESS

6.1 Tony Logue provided an overview to SMG members of agenda items for the Commission's offsite meeting in the Slieve Donard Hotel, Newcastle, on 18 June 2009, including:

- The Clerk/ Director General's Monthly Report;
- Accommodation Strategy- Theme B;
- Evaluation report from the Engagement Road Shows;
- Budget 2009/10;
- Performance against Corporate Objectives for 2008/09;
- Corporate identity Policy.

6.2 Stephen Welch provided an overview of the Strategic Accommodation Review- Theme B paper that he will be submitting to the forthcoming Commission meeting. He presented the three options for the development of committee rooms in Parliament Buildings, and also a proposal to reduce the size of the gents' toilets adjacent to the Senate Chamber to create an additional room.

6.3 It was agreed that the views of committee staff should be sought re Committee room preferences, to inform the Accommodation Strategy (Theme B).

ACTION: JOHN STEWART
DEADLINE: 26/6/09

6.4 A number of amendments were suggested to the paper, which Stephen Welch undertook to make. He further undertook to submit the updated version of the paper to the Commission meeting on 18 June 2009.

ACTION: STEPHEN WELCH
DEADLINE: 29/5/09

6.5 It was agreed that a Corporate Identity Policy paper should be prepared and submitted to Commission meeting on 18 June 2009, to accompany the presentation which will be provided on the day.

ACTION: GARETH MCGRATH
DEADLINE: 18/6/09

6.6 It was agreed that the Ormiston PAD update should be added to the agenda for the Commission meeting on 18 June 2009.

ACTION: TONY LOGUE
DEADLINE: 18/6/09

6.7 Tony Logue provided SMG with an overview of the programme for the Commission planning workshop on 17 and 18 June 2009.

6.8 Tony Logue reported that the production of a newsletter for issue to all MLAs after each Commission meeting was currently being considered.

7 CURRENT FOI REQUESTS/ ASSEMBLY QUESTIONS

7.1 SMG noted the FOI requests and Assembly Questions received since its meeting on 1 May 2009.

7.2 Members' FOI Leaflet

7.2.1 Tony Logue requested that any further comments re the FOI leaflet for Members should be submitted to Martina Dalton by close of play on Friday 12 June 2009.

ACTION: ALL SMG MEMBERS
DEADLINE: 12/6/09

7.3 Information Audit

7.3.1 Tony Logue said that no responses had been received to date from Directors regarding the proposed information audit. He requested that Directors discuss the audit requirements with their DFOs, and respond to Martina Dalton with any comments. This would be followed by individual face to face briefings by CSCU staff.

ACTION: ALL SMG MEMBERS
DEADLINE: 26/6/09

8 HR ISSUES

8.1 Audit Manager post

8.1.1 Trevor Reaney provided an overview of the Audit Manager Post paper.

8.1.2 There was some discussion on the issue, and the recommendations in the paper were agreed, subject to the confirmation of the evaluation of the proposed grade of the post.

ACTION: BRIAN MORELAND
DEADLINE: 18/6/09

8.2 Recruitment schedule

8.2.1 Sinead Lappin provided an overview of the updated NI Assembly recruitment schedule, and there was some discussion on the document.

8.2.2 SMG expressed its thanks to all staff who sat on recruitment panels in recent competitions. Trevor Reaney undertook to communicate this gratitude at next staff briefing sessions

ACTION: TREVOR REANEY
DEADLINE: 17/6/09

8.3 Separation Project update

8.3.1 Trevor Reaney reported that a workshop has been arranged between SMG and the Separation Project Team on Thursday 25 June 2009, to discuss the scope of deliverables for the Separation Project.

8.3.2 Alison Ross provided an update on the progress of the Separation Project, highlighting the following issues:

- The Separation Project Communications Strategy has been approved;
- The Separation Project Risk Register is currently being progressed;
- The Separation Project timeline has been agreed, and the AssISt webpage will be uploaded on 1 July 2009;
- A Separation Project benchmarking document has been drafted and will be consider at the workshop;
- A PID/ scoping document is being prepared, which will also be discussed at the workshop with SMG.

8.3.3 Alison Ross reported that consideration was being given to re-branding the Separation Project, and that a competition to rename the project will be run to coincide with the launch of the AssISt webpage. SMG agreed to this proposal, and Trevor Reaney undertook to mention re-branding exercise at the forthcoming staff briefing sessions.

ACTION: TREVOR REANEY
DEADLINE: 17/6/09

8.3.4 Stephen Welch reported that he aimed to have a draft implementation plan re the Delivery of Doorkeeping and Security Services prepared by the mid-July 2009.

8.4 Job titles

8.4.1 Hugh Widdis provided an overview of the paper regarding the alteration of some job titles in Legal Services.

8.4.2 SMG approved the recommendations in the paper.

8.5 Re-grading of posts

8.5.1 Sinead Lappin tabled and provided an overview of her draft paper on the Re-grading of Posts in the NI Assembly.

8.5.2 There was some discussion on the issue. It was agreed that that all SMG members should consider the draft paper and return comments to Sinead Lappin by close of play 17 June 2009. This issue will then be placed on agenda for next SMG meeting, on 26 June 2009.

ACTION: ALL SMG MEMBERS/ SIMON KELLY
DEADLINE: 17/6/09

9 TEAM BRIEFING FEEDBACK

9.1 SMG noted the Team Briefing Feedback table, outlining questions received from staff following the recent round of team briefing sessions.

9.2 It was agreed that the "Implementation of Review" section should be removed from Core Brief.

ACTION: DAVID JOHNSTON
DEADLINE: 30/6/09

9.3 There was some discussion on charity-sponsored events held in Parliament Buildings. It was agreed that Gareth McGrath should develop a charities policy for the Northern Ireland Assembly.

ACTION: GARETH MCGRATH
DEADLINE: 31/08/09

9.4 SMG noted that the deadline for holding team briefing sessions is three days following the issuing of the Core Brief. It was further noted that all feedback forms should be returned to the Corporate Policy Unit immediately after the team briefing sessions.

10 ANY OTHER BUSINESS

10.1 Staff briefing sessions

10.1.1 Trevor Reaney reported that a number of staff briefing sessions had been arranged in the next two weeks and provided SMG with an overview of what issues he intended to cover at the briefings.

10.1.2 He said that he intended to keep his address short, in order to allow additional time for questions from staff.

10.1.3 There was some discussion on other issues that the Clerk/ Director General may wish to highlight at the briefings.

10.2 New MLA

10.2.1 Trevor Reaney reported that Danny Kinahan had been appointed as an MLA with effect from 9 June 2009. He said that the Clerking and Reporting Directorate was coordinating induction material for Mr Kinahan.

10.2.2 SMG agreed that a template for the induction of new MLAs should be created.

ACTION: JOHN STEWART
DEADLINE: 30/6/09

10.3 Annual Report 2009/10

10.3.1 There was some discussion on the preparation of the NI Assembly Annual Report for 2008/09.

10.3.2 It was agreed that all SMG members should consider the content and actions required to achieve the timely production of the report.

ACTION: ALL SMG MEMBERS
DEADLINE: 26/6/09

10.4 Interim accommodation update

10.4.1 Stephen Welch undertook to update the Interim Accommodation spreadsheet and submit it to the next SMG meeting.

ACTION: STEPHEN WELCH
DEADLINE: 26/6/09

10.5 Support Services Manager recruitment competition

10.5.1 Stephen Welch asked all SMG members to advise him if they have any suitable staff members available to sit on the forthcoming Support Services Manager recruitment panel.

ACTION: ALL SMG MEMBERS
DEADLINE: 26/6/09

10.6 Issue of Clerk/ Director General's Monthly Report to staff

10.6.1 Damien Martin enquired re the issuing of the Clerk/ Director General's Monthly Report to the Commission to staff.

10.6.2 Simon Kelly said that the report is issued to all Secretariat staff via Postmaster email on the day after its consideration by the Commission.

11 FUTURE MEETINGS

These will take place at 9.30am in Room 29 (unless stated otherwise):

- Friday 26 June.