SECRETARIAT MANAGEMENT GROUP

FRIDAY, 13 NOVEMBER 2009 AT 9.30AM
ROOM 29, PARLIAMENT BUILDINGS

APPROVED

Present:	**Trevor Reaney** **Gareth McGrath** **Damien Martin** **Richard Stewart** **Allen Witherspoon***
	***substituting for Stephen Welch**
In attendance:	**Tony Logue (agenda items 6, 7)** **Hugh Widdis** **Jim Beatty**

1 APOLOGIES

1.1 Apologies were received from John Stewart. Damien Martin attended in his place.

2 DECLARATION OF INTERESTS

2.1 No interests were declared.

3 MINUTES OF PREVIOUS MEETING (16 OCTOBER 2009)

3.1 The minutes of the previous meeting were agreed without amendment.

4 MATTERS ARISING

Members' Handbook

4.1 It was agreed that a revised Members' Handbook would not be printed before the next election. Updates would be provided on AssISt until that time.

4.2 Allen Witherspoon will draft a section on renewables and sustainability.

ACTION: ALLEN WITHERSPOON

5 SMG ACTION POINTS

5.1 The Action Points were reviewed and the list was updated.

ACTION: JIM BEATTY

6 FUTURE SMG/COMMISSION BUSINESS

6.1 Tony Logue advised that the Commission had met on Wednesday, 11 November 2009 to discuss the report on Pay, Pensions and Expenditure. A motion will be tabled in the Business Office.

ACTION: TREVOR REANEY/TONY LOGUE

6.2 The Commission will visit Dublin on 18 and 19 November 2009 for discussions with their counterparts in the Dail.

6.3 The Commission will next meet on Thursday, 10 December 2009 to discuss the following issues:-

- Implementation of the report on Pay, Pensions and Expenditure
- The Corporate Risk Register
- Update on the Action Plan following the Members' Survey
- Assembly Expo
- Members' access and car parking
- Commission Newsletter
- Clerk's Monthly Report
- Accommodation issues

6.4 It was agreed that the Clerk/DG would meet with Tony Logue to discuss how best to take forward some issues raised within the Suggestion Boxes.

ACTION: TREVOR REANEY/TONY LOGUE

7 CURRENT FOI REQUESTS/ASSEMBLY QUESTIONS

7.1 The current FOI requests, an application for review and Assembly Questions were noted.

8 BREACH OF INFORMATION SECURITY UPDATE

8.1 The Clerk/DG advised that Internal Audit had completed an investigation and was preparing a report on its findings.

8.2 In the interim, ISO had identified measures which could be taken to reduce corporate risks when information is downloaded and it was agreed that these should be put in place immediately.

ACTION: RICHARD STEWART/BRENDAN O'NEILL

8.3 Gareth McGrath reported that he had chaired a meeting to discuss draft Terms of Reference for an Information Security Audit. As there was a significant overlap with the draft Terms of Reference and the recommendations of the Information Security Internal Audit Report, it had been agreed that the work on developing and implementing an Information Security Policy would best be taken forward by the existing Information Management Team.

8.4 A draft Information Security Policy would be prepared for consideration by SMG.

ACTION: GARETH MCGRATH

9 OUTSTANDING AUDIT RECOMMENDATIONS/AUDIT ISSUES

9.1 Brian Moreland's update paper was noted.

10 PUBLIC AUDIT OF ENGAGEMENT UPDATE

10.1 Gareth McGrath said that following a procurement exercise, Ipsos MORI had been awarded a contract to undertake a public survey. Work will commence shortly.

ACTION: GARETH MCGRATH

11 ASSEMBLY EXHIBITION UPDATE

11.1 Gareth McGrath said that work was progressing on the development of an exhibition to explain the work and role of the Assembly. One exhibition will be permanent within the Division lobbies of the Senate Chamber and another would be mobile. Further proposals will be brought before SMG.

ACTION: GARETH MCGRATH

12 CLERKING AND REPORTING DIRECTORATE UPDATE

12.1 Damien Martin provided an update on current issues within the Clerking and Reporting Directorate.

12.2 It was agreed that all Directors would be given the opportunity at future meetings to provide a short update on key issues. This will be a standing item on the agenda.

ACTION: TREVOR REANEY/JIM BEATTY

13 CORPORATE RISK REGISTER

13.1 The additional Risk 9 was noted. Updates to the Corporate Risk Register were agreed.

ACTION: GEORGIE CAMPBELL

14 CORE BRIEF FEEDBACK REPORT

14.1 The Clerk/DG expressed concern at the delays in delivering the Core Brief. A number of factors were identified, such as delivery through different staff levels.

14.2 It was agreed that the time limits should be reviewed.

ACTION: TREVOR REANEY/GEORGIE CAMPBELL

15 STAFF BONUS NOMINATION SCHEME

15.1 A decision was deferred pending further information.

16 ANY OTHER BUSINESS

16.1 Improved Library Service for Members

16.1.1 Gareth McGrath advised that a member of staff from the Library will be available to Members outside the Assembly Chamber on sitting days with the aim of improving the service provided to members.

ACTION: GARETH MCGRATH

16.2 Broadcasting Contract

16.2.1 Gareth McGrath updated the meeting on the procurement exercise to renew the contract and on proposed changes to be made to the operation of the current contract.

ACTION: GARETH MCGRATH

16.3 Assembly Highlights

16.3.1 Gareth McGrath described plans to produce a weekly film on the highlights of the work of the Assembly which would be available through the Assembly's website. This programme could also contain items on key events, such as visits.

16.3.2 Production should begin after the Christmas Recess.

ACTION: GARETH MCGRATH

16.4 "House on the Hill"

16.4.1 Gareth McGrath advised that following an approach from an independent film maker, it is proposed to make a documentary-style series on the MLAs, the Speaker and the Secretariat. "House on the Hill" is the working title. Subject to agreement, production will begin in the New Year.

ACTION: GARETH MCGRATH

16.5 Staff Quiz

16.5.1 SMG agreed to a Staff Quiz to be held on Friday, 18 December 2009 in Parliament Buildings. The recognised charity will be the NI Children's Hospice. SMG members agreed to contribute prizes.

16.6 Legal Advice

16.6.1 Hugh Widdis said that future legal advice will be password protected. Guidance will be issued to staff.

ACTION: HUGH WIDDIS

17 FUTURE MEETINGS

These will take place in Room 29 on -

Friday, 27 November 2009 at 10.00am

Friday, 11 December 2009 at 9.30am