SECRETARIAT MANAGEMENT GROUP
FRIDAY 15 MAY AT 9.30AM
IN ROOM 29, PARLIAMENT BUILDINGS

APPROVED

Present:	**Mr. Trevor Reaney; Mr. Richard Stewart; Mr. Stephen Welch; Mr. John Power*; Ms Nuala Dunwoody**.**
In attendance:	**Mr. Tony Logue (agenda items 6, 7 and 8); Ms Susie Brown (agenda item 9); Ms Sinead Lappin; (agenda item 10.1); Ms Alison Ross; (agenda item 10.1); Ms Georgie Campbell (agenda items 11 and 12); Mr. Simon Kelly.**
	***Deputising for Dr. Gareth McGrath **Deputising for Mr. John Stewart;**

1 APOLOGIES

1.1 Apologies were received from Dr. Gareth McGrath and 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 1 May 2009 were approved without amendment.

4 MATTERS ARISING

4.1 There were no matters arising.

5 SMG ACTION POINTS

5.1 Richard Stewart reported that he had received written confirmation from the Department of Finance and Personnel that Parliament Buildings is covered by the self insurance policy for government buildings, as outlined in Managing Public Money.

5.2 Richard Stewart reported that nominations had not been received for the Job Evaluation Steering and Review Group, and asked that Directors submit them as soon as possible.

ACTION: ALL SMG MEMBERS
DEADLINE: 29/5/09

5.3 Trevor Reaney requested that Simon Kelly arrange a meeting between SMG members and the Separation Project Team members prior to the end of May 2009 to discuss the project "deliverables".

ACTION: ALL SMG MEMBERS/ SIMON KELLY TO ARRANGE
DEADLINE: 31/5/09

5.4 SMG members undertook to forward any updates or amendments to Simon Kelly prior to the next meeting.

ACTION: ALL SMG MEMBERS
DEADLINE: 29/5/09

6 FUTURE SMG/COMMISSION BUSINESS

6.1 Tony Logue provided an overview to SMG members of agenda items for the next Commission meeting, to take place on 21 May 2009, including:

- The Clerk/ Director General's Monthly Report;
- Accommodation Strategy;
- Evaluation report from the Engagement Road Shows;
- Budget 2009/10;
- SSRB and related issues;
- Secretariat Audit and Risk Committee – Terms of Reference;
- Delivery of Doorkeeping and Security Services ; and
- Security Management System Convergence Project

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 It was agreed that a single lead Director should be allocated to Assembly Questions, who will be supported by other Directors as necessary in preparing a response.

ACTION: TONY LOGUE
DEADLINE: ONGOING

8 EQUALITY SCREENING UPDATE

8.1 Tony Logue reported that, subsequent to his request at the previous meeting of SMG, no further policies requiring equality screening had been identified by Directors. Consequently, the scheduling of policies already identified for Equality Impact Assessment (EQIA) could now commence. Tony Logue provided a draft timetable for the EQIA of the following policies:

- NI Assembly Procurement policy;
- Recruitment policy;
- Reward policy;
- Outreach and Engagement strategy;
- Good Relations policy.

8.2 There was some discussion on the timetable, and some suggestions were made. Tony Logue undertook to incorporate the suggestions into the draft timetable and report back to the next meeting of SMG with a finalised version.

ACTION: TONY LOGUE
DEADLINE: 29/5/09

9 WEBSITE PROJECT TEAM UPDATE

9.1 Susie Brown provided SMG with an update on the Assembly website Development Project, highlighting the following issues:

- The need to redevelop the NI Assembly website;
- The formation of a project board;
- The procurement process for the project;
- The ongoing content audit of the existing website;
- The archiving of selected web pages;
- Preparation of the Content Management System specifications

9.2 There was some discussion on these issues, and SMG members agreed that they were content with progress to date on the project.

10 EVALUATION OF ASSEMBLY ROADSHOWS

10.1 Lucia Wilson provided an overview of the Evaluation of Assembly Road Shows paper, highlighting the following issues:

- A background to the organisation of the road shows;
- Attendance levels at the road shows;

- Format of the road shows;
- Public feedback;
- Panel members' feedback;
- Issues raised at the road shows;
- Media coverage of the road shows;
- The www.yourassembly.com and Twitter sites;
- Cost of the road shows;
- Recommendations for future road shows.

10.2 There was some discussion on the paper and SMG suggested a number of amendments, which Lucia Wilson undertook to make.

10.3 SMG agreed to the recommendation that the road shows should be held in the remaining ten constituencies over the next six to nine months, using the same format as before.

10.4 It was further agreed that this paper, once amended, should be submitted to the Commission for its consideration.

ACTION: LUCIA WILSON
DEADLINE: 21/5/09

11 CORPORATE RISK REGISTER

11.1 Georgie Campbell presented the current NI Assembly Corporate Risk Register (CRR) to SMG.

11.2 SMG discussed the CRR, and a number of updates and amendments were suggested, which Georgie Campbell undertook to make.

ACTION: GEORGIE CAMPBELL
DEADLINE: 15/5/09

11.3 There was some discussion on the use of the "traffic light system" to identify the current risk rating of each corporate risk. It was agreed that the Secretariat Audit and Risk Committee would consider this issue as part of its review of the format of the CRR.

12 PERFORMANCE AGAINST CORPORATE PLAN OBJECTIVES 2008/09

12.1 Georgie Campbell presented a report detailing the NI Assembly Secretariat's performance against corporate objectives for 2008/09, as set out in the Corporate Plan for 2008/11.

12.2 SMG noted the report, and agreed that they were content for it to be submitted to the Commission for consideration at its meeting on 18 June 2009.

ACTION: GEORGIE CAMPBELL
DEADLINE: 12/6/09

13 HR ISSUES

13.1 Separation Project Team Communications Strategy

13.1.1 Sinead Lappin and Alison Ross presented the draft Separation Project Team Communications Strategy, providing an overview of the following issues:

- Background to the strategy;
- Strategic aim and key objectives of the strategy;
- Project stakeholders;
- Channels of communication and associated events;
- The Separation Project Team Communications Strategy action plan;
- Expected outcomes.

13.1.2 SMG discussed the strategy, and a number of amendments were suggested, which Alison Ross and Sinead Lappin undertook to make.

13.1.3 SMG approved the draft Separation Project Communications Strategy subject to the amendments suggested. It was agreed that strategy and associated action plan should now be initiated.

ACTION: RICHARD STEWART/ SINEAD LAPPIN/ ALISON ROSS
DEADLINE: ONGOING

13.2 Restructuring of NI Assembly and Executive

13.2.1 There was some discussion on the long-term implications of any institutional reform of the NI Assembly and the Executive. It was agreed that this issue would be closely monitored by all SMG members on an ongoing basis.

14 ANY OTHER BUSINESS

14.1 Health and Safety Quarterly Management reports

14.1.1 Stephen Welch reported that the Health and Safety quarterly management report, which is currently issued to SMG members via hard copy, will now be issued via email and also placed on AssISt.

14.2 Media Access

14.2.1 Susie Brown provided an update on the preparation of a Media Handbook, which she reported was currently being finalised.

14.2.2 Susie Brown undertook to seek comments from the Head of the Executive Information Service on the draft Media Handbook.

ACTION: SUSIE BROWN
DEADLINE: 29/5/09

14.2.3 Trevor Reaney urged completion of the Handbook and the early implementation of the pilot.

14.2.4 It was agreed that the draft Media Handbook- once finalised- should be submitted for consideration to the Chairpersons' Liaison Group meeting on 26 May 2009.

ACTION: SUSIE BROWN
DEADLINE: 26/5/09

14.2.5 There was some discussion on the pilot media access scheme. It was agreed that all relevant staff should be briefed of their responsibilities re this pilot scheme.

ACTION: SUSIE BROWN
DEADLINE: 29/5/09

14.3 Security review

14.3.1 Stephen Welch provided an overview of projects on the "Delivery of Doorkeeping and Security Services" and "Security Management System Convergence Project".

14.3.2 There was some discussion on the projects, and SMG agreed that the paper on the service delivery project and a verbal report on the systems project should be submitted to the Commission meeting on 21 May 2009.

ACTION: STEPHEN WELCH
DEADLINE: 21/5/09

15 FUTURE MEETINGS

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

- Friday 29 May;
- Friday 12 June in Annexe C;
- Friday 26 June.