SECRETARIAT MANAGEMENT GROUP

FRIDAY, 27 NOVEMBER 2009 AT 9.30AM
ROOM 29, PARLIAMENT BUILDINGS

APPROVED

Present:	**Trevor Reaney** **Gareth McGrath** **Simon Burrowes** **Richard Stewart** **David Lynn**
In attendance:	**Tony Logue (agenda items 6, 7, 8)** **Maria Bannon (Agenda item 8)** **Adrian Davis (Agenda item 9)** **Jim Beatty**

1 APOLOGIES

1.1 Apologies were received from John Stewart, Hugh Widdis and Allen Witherspoon (currently substituting for Stephen Welch). Simon Burrowes attended on behalf of Mr Stewart and David Lynn attended on behalf of Mr Witherspoon.

2 DECLARATION OF INTERESTS

2.1 No interests were declared.

3 MINUTES OF PREVIOUS MEETING (13 NOVEMBER 2009)

3.1 Subject to one minor amendment, the minutes of the previous meeting were agreed.

4 MATTERS ARISING

4.1 There were no matters arising

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 was due to meet on 10 December 2009 to discuss the following issues:

- Report on Members' Pay and Financial Support
- The Corporate Risk Register
- The Commission Newsletter
- An Update on the Commission's Governance Workshop
- Accommodation Issues
- The Clerk/DG's Monthly Report
- SARC Appraisal
- OFMDFM Committee – European Report
- Assembly EXPO
- Draft Equality and Good Relations Acton Plan

7 CURRENT FOI REQUESTS/ASSEMBLY QUESTIONS

7.1 The current FOI requests and Assembly Questions were noted.

8 DRAFT EQUALITY AND GOOD RELATIONS ACTION PLAN

8.1 Tony Logue and Maria Bannon, Equality Manager, delivered a presentation on the draft Action Plan and answered SMG questions.

8.2 While SMG considered the paper to be robust and comprehensive, it was agreed that a number of amendments should be made before referring it to the Commission.

ACTION: TREVOR REANEY/TONY LOGUE

9 RENEWABLES AND SUSTAINABILITY

9.1 Adrian Davis, Sustainability Manager, delivered a presentation on a draft Sustainability Policy Statement and answered SMG questions.

9.2 It was agreed that subject to some amendments, the draft policy should be referred to the Commission for its meeting on 10 January 2010. It is expected that Adrian Davis will be required to make a short presentation on the topic at that meeting.

Action: ALLEN WITHERSPOON/ADRIAN DAVIS

9.3 Following agreement by the Commission, a presentation on Sustainable Development should be prepared and delivered to all Heads of Branches in the Assembly.

ACTION: ALLEN WITHERSPOON/ADRIAN DAVIS

10 KEY UPDATES

9.1 Gareth McGrath updated the meeting on:

- the ongoing arrangements for a Youth Assembly,
- the Education Programme Transport Subsidy Scheme which aims to encourage schools in areas remote from Parliament Buildings and schools in socially deprived areas to travel to the Assembly.

9.2 Simon Burrowes updated the meeting on:

- a trial in which Hansard has taken responsibility for the publication of Committee reports,
- the significant increase in the workload of the Hansard Team in relation to reporting Assembly sittings.

9.3 Richard Stewart updated the meeting on:

- the progress made with Fair Pay and the plans to inform staff,
- the ongoing liaision with the Department of Finance and Personnel in relation to the Equal Pay issue within the Civil Service.

9.4 David Lynn updated the meeting on:

- recent problems with the doors in the external search facility.

11 PERFORMANCE AGAINST THE CORPORATE PLAN

11.1 SMG reviewed the quarterly performance against the objectives within the Corporate Business Plan.

11.2 It was agreed that all Directors would provide a report on the uptake of the training for Process Mapping (Objective 4.2) and as to how that training is being applied.

ACTION: ALL DIRECTORS

11.3 It was agreed that the Director of Properties would provide an update on the development of the Bike to Work scheme (Objective 2.5).

ACTION: ALLEN WITHERSPOON

12 REVIEW OF STAFF MAGAZINE

12.1 Simon Burrowes said that work was progressing on the analysis of the responses as part of the recent survey on the staff magazine. The Internal Communications Work Group will produce a report on the findings.

13 FINANCE UPDATE REPORT

13.1 Richard Stewart told the SMG the December Monitoring round had just been completed and reports were being compiled.

14 WEBSITE PROJECT TEAM UPDATE

14.1 Gareth McGrath reported that the project had made good progress and would ‘go live’ in September 2010.

14.2 The Information Systems Office was commended for the quality of its contribution to the project.

15 CHARITIES POLICY

15.1 Gareth McGrath spoke to a draft paper on the introduction of a Charities Policy.

15.2 It was recognised that this was a difficult area to address. During the discussion, a number of amendments were suggested. It was agreed that a revised draft will be brought to the next SMG meeting on 11 December 2009.

ACTION: GARETH MCGRATH

16 COMPLAINTS POLICY/PROCEDURES

16.1 Gareth McGrath spoke to a paper on a draft Complaints Policy and related procedures.

16.2 During the discussion a number of amendments were identified and agreed for incorporation in the paper prior to its submission to the Commission.

ACTION GARETH MCGRATH

17 ASSEMBLY EXPO

17.1 Gareth McGrath spoke to a paper on proposals for the Assembly plenary and other business to relocate for one week to Magee University College, Derry/Londonderry.

17.2 In order to decide on the best way ahead, it was agreed to refer the matter to the Commission for an initial view.

ACTION: GARETH MCGRATH

18 ANY OTHER BUSINESS

18.1 Christmas Leave

18.1.1 It was agreed that only a minimum of staff will be required to be in attendance over during the period from Christmas to New Year. Directors were asked to arrange this for their areas of responsibility.

ACTION: ALL DIRECTORS

19 STAFF BONUS NOMINATION SCHEME

19.1 It was agreed to defer discussion on this matter until the next SMG meeting.

20 NEXT MEETINGS

The next meetings will take place in Room 29 on -

Friday, 11 December 2009 at 9.30am

Friday, 15 January 2010 at 9.30am.