SECRETARIAT MANAGEMENT GROUP
1.30PM ON MONDAY 7 SEPTEMBER 2009
IN ROOM 29, PARLIAMENT BUILDINGS

APPROVED

Present:	**Trevor Reaney** **Richard Stewart** **Stephen Welch** **John Stewart** **Gareth McGrath**
In attendance:	**Hugh Widdis (agenda items 1-10 and 12)** **Tony Logue (agenda items 6, 7, 8)** **Alison Ross (agenda item 10.1)** **Robert Barry (agenda item 11)** **Georgie Campbell**

1 APOLOGIES

1.1 There were no apologies

2 DECLARATION OF INTERESTS

2.1 No interests were declared.

3 MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting were agreed subject to a number of amendments.

4 MATTERS ARISING

4.1 Matters arising were dealt with during discussion of the relevant substantive agenda item.

5 SMG ACTION POINTS

5.1 The Clerk/DG asked Directors to notify Georgie Campbell of any updates to the list of Action Points.

ACTION: DIRECTORS

6 FUTURE SMG/COMMISSION BUSINESS

6.1 Tony Logue reported that the Assembly Commission will be travelling to Dublin on 14 October to meet with their Oireachtas counterparts. The agenda will include Engagement, the North South Parliamentary relationships and Members Pay and Expenses. The Clerk/DG asked that Gareth McGrath and Richard Stewart attend this meeting which will take place on the afternoon of 14 October. Other Directors are welcome to attend if available.

ACTION: GARETH MCGRATH AND RICHARD STEWART

6.2 It was noted that the agenda items for the Commission meeting on 24 September would include:

Matters Arising
Commission Newsletter (this will be issued following each Commission meeting)
Corporate Identity
Report from Commission Planning Day (June 2009)
Publication of Members Expenses (for information)
Childcare for Constituency staff
Accommodation Strategy Theme B/Ormiston House Update
Human Resource Update

Substantive Agenda Items
Assembly Expo
Engagement Road Show
Clerk's Monthly Report
*Corporate Risk Register
*Annual Accounts 2008/2009 and NIAO Report
*SARC Annual Report 2008/2009 and SARC membership
Space Management Policy
Annual Report to the Equality Commission
Members Survey Report
HR policies
Separation (Genesis) Project Update

AOB
Correspondence with Leslie Cree MLA re the Education Service

(*Allan McQuillan, Chairman of SARC, will attend for discussion of these agenda items)

6.3 A meeting of the Assembly Commission will take place on 1 October to discuss the Report on the Pay, Pensions, and Expenditure of Members.

6.4 Tony Logue reported that an induction programme for the new Commission members (Carmel Hanna MLA and Pat Doherty MLA) will take place during the period 14 to 24 September.

ACTION: TONY LOGUE

6.5 The Commission will discuss which Commission member will replace Alban Maginness on SARC and also confirm the portfolios of the new members.

7 CURRENT FOI REQUESTS/ASSEMBLY QUESTIONS

7.1 It was noted that responses are being prepared to two FOI queries as well as two recently received queries.

8 ASSEMBLY COMMISSION ANNUAL REPORT TO THE EQUALITY COMMISSION

8.1 The draft Report was approved subject to the completion of the boxes on page 14 in line with the recent DDA Report.

8.2 It was noted that the Equality Officer, Maria Bannon, will take up post on Monday 14 September 2009.

9 CORPORATE PLAN: QUARTERLY MONITORING REPORT

9.1 The following comments were made:

Corporate Objective 3.1
The target date for the development of the pay and grading system would be deferred to 31 December 2009

Corporate Objective 3.3
Georgie Campbell will submit a paper re Staff Feedback to the 18 September meeting of SMG

ACTION: GEORGIE CAMPBELL

Corporate Objective 4.7

A paper re the development of a Records Management Policy will be submitted to the 18 September meeting of SMG

ACTION: MARTINA DALTON

Corporate Objective 5.1
The Clerk/DG will meet with the Director of Facilities to discuss the implementation programme in relation to the Accommodation Audit recommendations.

ACTION: CLERK/DG AND DIRECTOR OF FACILITIES

10 HR ISSUES

10.1 Genesis Project Update
The Highlight Report was noted by SMG/the Genesis Project Board.

10.1.1 Genesis Project Board
It was agreed that issues relating to the Genesis Project would be discussed at dedicated meetings of the Genesis Project Board. The Clerk/DG asked that a meeting be arranged for w/c 14 September for this purpose.

ACTION: GEORGIE CAMPBELL/ROSE MORWOOD

10.2 Filling Vacancies Policy
10.2.1 A number of comments were made in relation to the draft policy and covering submission.

10.2.2 It was agreed that procedures should be developed to inform staff of the opportunities for lateral moves.

10.2.3 It was suggested that the policy should include a flow chart as an appendix.

10.2.4 The Clerk/DG said that the draft policy should be revised in line with the comments made and resubmitted to SMG.

ACTION: RICHARD STEWART
GEORGIE CAMPBELL TO NOTE

10.3 Revised circular re assistance to job applicants
The revised circular was approved without amendment.

10.4 Regrading of posts

It was agreed that this paper should be revised to take account of the comments made at the meeting and submitted to SMG on 18 September.

ACTION: RICHARD STEWART
GEORGIE CAMPBELL TO NOTE

11 MEMBERS SURVEY REPORT

11.1 John Stewart thanked the Members Survey Project Team and in particular Robert Barry and Georgie Campbell for their contribution to the Members Survey and the Survey Report.

11.2 The recommendations contained in the covering submission were agreed.

11.3 John Stewart said that the report will be submitted to the Commission meeting to be held on 24 September 2009 and that proposals in relation to an Action Plan will be submitted to SMG on 18 September 2009 for approval.

ACTION: JOHN STEWART/GEORGIE CAMPBELL

12 ASSEMBLY EXPO

12.1 SMG considered the paper on the Assembly Expo and agreed that it should go to the Assembly Commission.

ACTION: GARETH MCGRATH

13 NI ASSEMBLY ANNUAL REPORT/REVIEW

13.1 The contents of this paper were noted.

14 ACCOMMODATION UPDATE

14.1 The contents of the Highlight Report describing the progress on the alteration/refurbishment of the Ground Floor accommodation which took place during Recess were noted.

14.2 Stephen Welch informed SMG that:

- in order to avoid noise disruption, the Procurement Unit will ensure that all new building contracts will include a clause requiring deliveries to be made before 10am;

  ACTION: HEAD OF PROCUREMENT

- it is hoped that the Chairpersons Liaison Group will be able to hold their first meeting of the new session in the refurbished Room 30. Stephen Welch undertook to ascertain if it would be possible to hold the Commission meeting scheduled for 24 September in Room 30;

  ACTION: STEPHEN WELCH

- as a result of the availability of Room 30 as a Committee Room, one of the existing Committee Rooms would be identified for release for other purposes;

15 REVIEW OF DOORKEEPING AND SECURITY SERVICES: IMPLEMENTATION PLAN

15.1 SMG endorsed the Implementation Plan and agreed that this could move to consultation. Richard Stewart undertook to send a copy of the Implementation Plan to TUS.

ACTION: RICHARD STEWART

16 ANY OTHER BUSINESS

16.1 Staff Bonus Scheme nominations
A discussion took place in relation to nominations under the Staff Bonus Scheme. This is the subject of a separate note.

16.2 Seconded staff
Richard Stewart reported that there is a small number of seconded staff who are awaiting placements in their parent Departments. As these staff have been replaced by direct recruits, they are available for redeployment within the Secretariat. Richard undertook to liaise with Directors about using the services of these staff prior to their departure.

ACTION: RICHARD STEWART

16.3 Panel Member

Following a request to Directors from Stephen Welch, Gareth McGrath undertook to provide a member of staff at AG4 level to serve on the selection panel for the Building Services Manager.

ACTION: GARETH MCGRATH

17 FUTURE MEETINGS

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

- Friday 18 September 2009
- Friday 2 October 2009
- Friday 16 October 2009
- Friday 30 October 2009 (TBC – Halloween Recess)