SECRETARIAT MANAGEMENT GROUP

FRIDAY, 25 JUNE 2010 at 9.00am
ROOM 29, PARLIAMENT BUILDINGS

APPROVED

Present:	**Trevor Reaney** **Gareth McGrath** **Richard Stewart** **Nuala Dunwoody** **Stephen Welch**
In attendance:	**Jim Beatty** **Tony Logue (Agenda items 6, 7,)** **Edmund Kelly (Agenda item 13(c))**

1 APOLOGIES

Apologies were received from Hugh Widdis and John Stewart. Nuala Dunwoody deputised for Mr Stewart.

2 DECLARATION OF INTERESTS

No interests were declared.

3 MINUTES OF PREVIOUS MEETING (4 June 2010)

The minutes of the meeting of 4 June 2010 were approved with some amendments.

4 MATTERS ARISING

Matters Arising were dealt with under the substantive agenda items.

5 SMG ACTION POINTS

Directors were asked to inform Jim Beatty on progress on Action Points.

ACTION: ALL DIRECTORS/JIM BEATTY

6 FUTURE SMG/COMMISSION BUSINESS

The issues currently scheduled for the Commission meeting on 29 June are:

- Financial Support and Pensions for Members of the Northern Ireland Assembly
- Draft Vetting Policy
- Accommodation Update

A joint Commission/SMG focus group will meet with Ipsos Mori after the meeting to discuss plans to redesign the Assembly's website.

7 CURRENT FOI REQUESTS/ASSEMBLY QUESTIONS

The FOI requests and Assembly Questions were noted.

8 CORPORATE GOVERNANCE FRAMEWORK

SMG discussed the Corporate Governance Framework which brings together a number of secretariat documents on corporate governance. Several amendments were agreed.

It was agreed that an amended document would be circulated to SMG members and approved by correspondence.

ACTION: JIM BEATTY

9 STAFF SURVEY

SMG discussed the way forward on the issues identified within the staff survey.

It was agreed that as the staff had informed the survey, they should be to the fore in identifying those corporate and directorate specific areas which need to be addressed first. Consequently, Directors will seek staff views over the coming weeks. The Clerk/DG will raise this issue at the forthcoming briefing sessions and encourage everyone to contribute.

ACTION: ALL DIRECTORS

10 PROCUREMENT COMPLIANCE REPORT

It was agreed to defer discussion on this item.

ACTION: RICHARD STEWART

11 EVALUATION REPORT ON SMS

Stephen Welch updated SMG on the tender process for Security Management System. SMG endorsed the recommendation of the Evaluation Panel regarding the award of the contract.

12 SMG SELF ASSESSMENT

It was agreed to defer discussion on this item until all Directors were present.

13 UPDATES

(a) Directors

Richard Stewart told SMG that the expenditure reports for June would be the first month to show budget profiles and he emphasised the need to now review expenditure on a monthly basis rather than quarterly. Work is continuing on the internal provision of television services and it is likely that televisions will soon be removed from some offices. A question was raised regarding the future availability of televisions within offices. Richard Stewart agreed to investigate this.

ACTION: RICHARD STEWART

Stephen Welch updated SMG on the ongoing recruitment exercise for security and usher staff. Security and Usher staff will receive the same training. Whilst Security Officers will be required to gain accreditation and be SIA licensed the Ushers will only do so on a voluntary basis. Work on the new security control room is almost complete and will be completed by the middle of summer recess. The lighting in the Assembly Chamber has been upgraded. The summer work schedule on improving accommodation has already begun.

Nuala Dunwoody told SMG that a number of committees may need to meet over the summer. This is needed to progress consultation exercises from bills currently before committees. They will also be working with their departments on budget scrutiny. It was agreed that Facilities will co-ordinate the need for committee space over recess against the summer capital programme action.

ACTION: STEPHEN WELCH

(b) Staff Complement

SMG considered a revised HR paper which detailed the current complement and breakdown by directorate, grade and age. It was agreed that Richard Stewart would review all business cases approving new posts since the complement was agreed at 419.1 and report back to SMG.

Action: RICHARD STEWART

SMG approved the business case for an additional AG6 in the Clerking and Reporting Directorate.

(c) Recruitment Schedule

SMG approved the addition to the Recruitment Schedule for a competition to recruit a Deputy Head of Finance.

(d) Audit Issues

Edmund Kelly, Internal Audit, updated SMG on the recent SARC meeting. The list of outstanding recommendations had been considered and how they are monitored is to be reviewed over the summer months. The need for a database of recommendations was agreed and Internal Audit is discussing how best to deliver this with the ISO. Invitations are to be issued shortly to the Governance Awareness Session on 3 September 2010. The 2009/10 Accounts were approved which will allow the Clerk/DG to sign off.

14 AOB

In light of the recent Budget statement, the Clerk/DG said that it would be necessary to begin a review of budgets, subject to any direction of the Commission.

15 STAFF BONUS NOMINATION

A staff bonus nomination was discussed and it was agreed that Clerk/DG would seek further information and make a decision on the nomination.

ACTION: CLERK/DG

16 DATE OF NEXT MEETING

10 September at 9.30am in Room 29