SECRETARIAT MANAGEMENT GROUP

FRIDAY, 9 JULY 2010 AT 10.00AM
ROOM 106, PARLIAMENT BUILDINGS

APPROVED

Present:	**Trevor Reaney** **Gareth McGrath** **Stephen Welch** **John Stewart** **Sinead Lappin (deputising for Richard Stewart)**
Apologies:	**Richard Stewart and Hugh Widdis**
In attendance:	**Aoibheann Baker (deputising for Jim Beatty)** **Tony Logue (Agenda items 6, 7, 8 and 9)** **Maria Bannon (Agenda item 8)** **Paula McClintock (Agenda items 10 and 15(b))**

1 APOLOGIES

1.1 Apologies were received from Hugh Widdis, Richard Stewart and Jim Beatty. Sinead Lappin, Head of HR, deputised for Richard Stewart and Aoibheann Baker deputised for Jim Beatty.

2 DECLARATION OF INTERESTS

2.1 No interests were declared.

3 MINUTES OF PREVIOUS MEETING (25 June 2010)

3.1 The minutes of the meeting of 25 June 2010 were approved with one minor amendment.

4 MATTERS ARISING

4.1 Matters Arising were dealt with under the substantive agenda items.

5 SMG ACTION POINTS

5.1 Directors were asked to inform either Jim Beatty or Aoibheann Baker re progress on Action Points.

ACTION: DIRECTORS

6 FUTURE SMG/COMMISSION BUSINESS

6.1 The substantive issues currently scheduled for the Commission meeting on 21 September 2010 are:

- Members Financial Support
- Spending Review 2010
- Annual Progress Report to the Equality Commission
- Good Relations Action Plan
- Revised Equality Scheme
- Employment Equality Scheme

There are two matters arising, namely:

- Business Continuity Relocation Proposal
- European Issues – Progress Update

6.2 Mr Logue told SMG there is a compliance requirement to update the Annual Progress Report to the Equality Commission and the Good Relations Action Plan.

6.3 Mr Logue informed SMG that a questionnaire on Good Relations would be issued to staff in the coming weeks.

7 CURRENT FOI REQUESTS/ASSEMBLY QUESTIONS

7.1 The FOI requests and Assembly Questions were noted.

8 NEW SECTION 75 GUIDANCE

8.1 Mrs Bannon updated SMG on the revised statutory duties (Section 75) guidance issued by the Equality Commission and its impact on the Assembly Commission.

8.2 SMG noted the content of the paper.

9 ACTIONS ARISING FROM COMMISSION PLANNING DAY

9.1 SMG discussed the contents of this paper and the attached action plan and timescales.

9.2 After discussion, SMG agreed some amendments to the action plan. Mr Logue will amend the action plan as agreed and circulate to SMG.

ACTION: TONY LOGUE

10 SPENDING REVIEW 2010

10.1 SMG discussed the issues and pressures arising from the Spending Review and how best to proceed to identify potential savings.

10.2 SMG noted that this was not an ideal time to complete this task due to summer leave, however Mr Reaney reiterated the importance and urgency of doing so.

10.3 SMG agreed;

- Information and papers will be issued to staff the week commencing 26 July and are to be fully completed and submitted by 30 September.
- A commissioning note will be issued to Secretariat Staff following Richard Stewart's return from leave.
- A Commission away-day/session should be organised for early October to discuss this issue.
- Trevor Reaney is to contact the Permanent Secretary of DFP to inform him of the work that is scheduled.

10.4 Trevor Reaney agreed to issue a postmaster to staff re the Spending Review and implications on future pieces of work.

ACTION: TREVOR REANEY/ALL DIRECTORS

11 PROCUREMENT COMPLIANCE REPORT

11.1 SMG noted the issues around the change in figures and accuracy of information and will review the contents of the papers with Richard Stewart and John Gibson.

11.2 SMG agreed that once amended the paper be resubmitted to a future meeting.

ACTION: RICHARD STEWART/JOHN GIBSON

12 HR MANAGEMENT INFORMATION SYSTEM BUSINESS CASE

12.1 Sinead Lappin provided SMG with an overview of the paper, it was agreed that the paper be amended to include a further option. Ms Lappin is to liaise with Brendan O'Neill/John Gibson.

12.2 SMG noted concern over the length of the proposed contract, cost of the project and budget constraints.

12.3 It was agreed that the amended paper be referred back to SMG at a future meeting.

ACTION: SINEAD LAPPIN

13 PROJECT PLAN FOR WINDOWS 7

13.1 SMG discussed the paper and raised concerns regarding the need for a pilot scheme. Ms Lappin agreed to forward this information to Brendan O'Neill.

13.2 SMG noted the need for the IS Office to ensure that all staff are made aware of any implications on future work due to the introduction of the Windows 7 Project.

ACTION: SINEAD LAPPIN/BRENDAN O'NEILL

14 CORPORATE RISK REGISTER

14.1 Updates to the Corporate Risk Register were agreed.

14.2 It was agreed under potential root causes in Corporate Risk 1, that 'insufficient budget to operate the Assembly' should be inserted and be reviewed in September to determine whether a separate additional risk is required.

ACTION: AOIBHEANN BAKER

15 UPDATES

(a) Directors

John Stewart informed SMG there are currently 29 Executive Bills at various stages with 10 more expected before the end of the mandate. In additions there are 15 Private Member's Bills at various stages of preparation. Mr Stewart highlighted the major staffing implications the above volume of work will bring and said a paper on the issue will be brought to SMG in September.

Stephen Welch asked for confirmation from all Directors that they have liaised with their staff affected by Summer Accommodation moves.

ACTION: ALL DIRECTORS

Gareth McGrath informed SMG he is considering the current pressures re the printing of Reports and Bills, assessing the how much can be done at any one time.

Gareth McGrath updated SMG on issues regarding the Broadcasting Contract.

(b) Financial Update

SMG noted the contents of this paper.

(c) Core Brief Feedback

SMG noted the contents of this paper.

16 AOB

(a) Bray Leino

Sinead Lappin confirmed that the presentation provided by Bray Leino to SMG would also be given to Heads of Business. Ms Lappin also informed SMG that Bray Leino had requested commitment from SMG to a half day meeting to seek agreement on the 'future state', the competency framework and how detailed SMG wanted it to be.

Trevor Reaney asked Sinead Lappin to produce a summary note re the current position with Bray Leino highlighting what is being done and next steps so there is common understanding.

ACTION: SINEAD LAPPIN

(b) Principal Security Officer

Sinead Lappin informed SMG that an internal candidate had been successful in the Principal Security Officer post, thus leaving a vacant Senior Usher post. Ms Lappin asked for approval to add the post to the Recruitment Schedule. SMG approved the request.

(c) TV’s

There was some discussion about the planned removal of TV’s from offices and the need for clarification on the issue. Mr Reaney agreed to raise the matter with the IS Office.

ACTION: TREVOR REANEY

DATE OF NEXT MEETING

The time and date of the next meeting is to be confirmed.