SECRETARIAT MANAGEMENT GROUP

FRIDAY, 02 DECEMBER 2011 AT 10.03AM
ROOM 106, PARLIAMENT BUILDINGS

APPROVED

Present:	**Trevor Reaney** **Ken Eccles** **Gareth McGrath** **John Stewart** **Richard Stewart** **Hugh Widdis**
In attendance:	**Jim Beatty** **Cathy McGowan (Agenda items 6 and 7)** **Georgie Campbell (Agenda item 8)** **Stella McArdle (Agenda item 9)**

1 Apologies

1.1 Apologies were received from Damien Martin. Ken Eccles attended on his behalf.

2 Declaration of Interests

2.1 All members declared an interest in the outcome of Item 8 as discussed at today's meeting.

3 Minutes of Previous Meetings

3.1 The minutes of the meeting of 17 November 2011 were approved subject to some amendments.

4 Matters Arising

4.1 SMG acknowledged the planning done for the recent industrial action.

5 SMG Action Points

5.1 The outstanding Action Points were reviewed. Members were asked to advise Jim Beatty of further updates and amendments.

ACTION: DIRECTORS

6 Future Commission/SMG Business

6.1 Cathy McGowan joined the meeting at 10.15am.

6.2 The next Commission meeting is on 13 December 2011 when the draft Corporate Strategy will be further discussed.

6.3 SMG noted the Forward Work Plan for the Commission and SMG.

7 Assembly Questions

7.1 SMG noted the latest questions received.

8 Development of a Total Reward Strategy and Principles

8.1 Richard Stewart spoke to the paper on this issue.

8.2 The current pay deal ends on 31 July 2012 and it is considered beneficial if the Commission was to agree a total reward strategy and principles in advance of negotiations. In his Autumn Statement, the Chancellor set out the policy for future pay settlements within the public service and the Commission will have to adhere to those levels.

8.3 SMG discussed the proposals and questioned Richard Stewart on their detailed application. The need to integrate a number of HR policies was agreed. It was also agreed that HR would provide SMG with an update on the outcome of the recent Data Gathering exercise.

8.4 HR will now consider the issues raised and consider bringing forward proposals to the Commission for approval.

ACTION: RICHARD STEWART

9 Timetable for submission of papers to the Commission and SMG

9.1 Georgie Campbell joined the meeting at 10.45am and spoke to the paper on this issue.

9.2 In view of the changes made to the timetable for Commission papers to the Speaker, it was necessary to review the timetable for the complete process of papers being referred to both the Commission and SMG. Annexe C to the paper sets out a clear timetable for everyone involved in the delivery of these papers.

9.3 SMG agreed the need to produce and keep to the timetable although it was recognised that urgent issues would sometimes arise which would have to be dealt with under Chairman's Business, Clerk/DG's Report or AOB.

9.4 The paper was approved.

10 ICT in Committee Rooms

10.1 Stella McArdle joined the meeting at 10.52am and spoke to the paper on this issue.

10.2 The Central Committee Office has been working with the IS Office to develop an Electronic Committee Pack (ECP) and it is hoped to begin a trial with three Committees over the next few months.

10.3 Some issues in its development have to be addressed but it is planned that the ECP will be a pdf composite collection which will be downloaded by Committee Members – this format will retain pagination and numbering after annotation and highlighting.

10.4 Some key issues around the concept have yet to be overcome. For example, 29% of members indicated that they would prefer to retain the current paper-based system, it has not yet been decided which tablet would best meet needs and it is not known if the current WI-FI can sustain the level of expected business. Security is also an issue to be addressed.

10.5 SMG had an extensive discussion of the issues and noted that the Business Efficiency Project would be examining the overall cost of supporting Committees, including the meeting packs.

10.6 SMG recognised that as the only legislature to be currently taking this forward, a significant amount of work had to be done internally and commended the work done to date. It was agreed that testing within three Committees would commence in February 2012 and a further paper would be prepared for SMG on the outcome.

10.7 It was agreed that Gareth McGrath would bring forward proposals on the required changes to the broadcasting infrastructure as detailed in paragraph 18 of the paper.

ACTION: GARETH MCGRATH

11 Updates

(a) Directors

Ken Eccles said the new Visitor Pass system would be introduced next week. Some actions are still outstanding after the Business Continuity exercise and directors were urged to clear these as soon as possible. It is hoped that the new Post Office will open in January 2012.

(b) HR Management Information

The current figures were noted. HR will work with Directorates on individual cases.

12 Any Other Business

12.1 There was no further business.

13 Date of Next Meeting

The next meeting will take place at 10.00am on Monday, 19 December 2011 in Room 106.

The meeting adjourned at 11.50am.