SECRETARIAT MANAGEMENT GROUP

THURSDAY, 2 JUNE 2011 at 9.38am
ROOM 106, PARLIAMENT BUILDINGS

APPROVED

Present:	**Trevor Reaney** **Susie Brown** **Ken Eccles** **John Stewart** **Richard Stewart** **Hugh Widdis**
In attendance:	**Jim Beatty** **Tony Logue (Agenda items 6, 7 and 8)** **James Gilsenan (Agenda item 8)** **Georgie Campbell (Agenda item 7 and 9)**

1 Apologies

1.1 Apologies were received from Gareth McGrath and Stephen Welch. Susie Brown and Ken Eccles deputised. SMG members expressed their condolences on the death of Mr McGrath’s father.

2 Declaration of Interests

2.1 No interests were declared.

3 Minutes of Previous Meetings

3.1 The Minutes of the meeting of 20 May 2011 were approved subject to some minor amendments.

4 Matters Arising

4.1 Following the discussions on revised organisational arrangements at the SMG meeting 20 May 2011, Trevor Reaney said that he would bring a paper on Core Management Groups and an Organisational Development Strategy to the next meeting.

5 SMG Action Points

5.1 The Action points were reviewed and amended.

ACTION: JIM BEATTY

6 FOI Requests

6.1 Tony Logue joined the meeting at 9.50am and updated SMG on the current FOI requests.

6.2 It was agreed that a link would be set up from the Assembly's webpage to provide information on the Independent Financial Review Panel.

ACTION: GARETH McGRATH

7 Future Commission/SMG Business

7.1 SMG identified the following issues to be brought before the Commission at the next meeting:-

- Revised Equality Scheme
- Appointment of Pension Trustees
- Roof repairs?
- Support Services Contract Business Case
- Broadband Contract progress
- SARC Annual Report

7.2 It was agreed that the Business Efficiency Review Programme would be a standing issue within the Clerk/DG's report to the Commission.

7.3 A visit by the Commission to Dublin on 23 June 2011 is being organised.

Hugh Widdis joined the meeting at 10.12am.

7.4 Trevor Reaney said that the Commission is to have a corporate planning workshop on 16 and 17 June 2011 and sought views on the best ways to maximise the outputs of this event. Mr Reaney referred to the recent corporate planning workshops.

7.5 SMG discussed a range of options and potential topics for the Commission workshop and how best to deliver these.

7.6 It was agreed that SMG members would meet with their portfolio member's over the coming weeks and have preparatory discussions.

7.7 It was agreed that Trevor Reaney would meet with the Speaker and discuss the forthcoming workshop.

ACTION: TREVOR REANEY

8 Equality Scheme

8.1 James Gilsenan joined the meeting at 10.17am and assisted Tony Logue in delivering the paper on this topic.

8.2 The Assembly's current Equality Scheme has been in place since 2008 and the Equality Commission has since changed the direction and content of the Revised Guide to Statutory Duties, for example, there is to be a shift in the focus from concentrating on processes to a focus on achieving and recording the outcomes. Within the Assembly's revised Scheme it will be demonstrated that we are actively searching for any gaps/weaknesses that may lead to inequalities and that policies are being developed to address these.

8.3 It is planned to have the completed document signed off by the Equality Commission later this year and in order to meet that deadline, a twelve week consultation must be completed by September. Consequently, it is proposed to refer the paper to the Commission meeting on 28 June 2011.

8.4 An Action Plan was being prepared and would be included within the paper. This will be circulated to SMG prior to the referral to the Commission.

ACTION: TONY LOGUE

9 Corporate Risk Register

9.1 The Risk Register was reviewed and changes agreed.

ACTION: GEORGIE CAMPBELL

10 Updates

(a) Directors

Hugh Widdis said that the Attorney General had withdrawn his reference to the Supreme Court although the AXA appeal against the relevant Scottish Bill was proceeding and the AG had sought to intervene in it. The Assembly would not intervene. DFP was considering the need to lodge its own intervention.

Ken Eccles said that it was planned to have the electronic ID pass system operational within two weeks. Plans for the new car park were progressing well.

John Stewart referred SMG to the outline business case for the contract for legislative drafting services. It was agreed that members would provide comments to John Stewart before the end of next week.

ACTION: DIRECTORS (other than J Stewart)

15 AOB

15.1 No items were raised.

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16 Date of Next Meeting

Thursday, 16 June 2011 at 10.00am in Room 106.

The meeting adjourned at 11.45am.