SECRETARIAT MANAGEMENT GROUP

FRIDAY, 20 MAY 2011 at 2pm
ROOM 106, PARLIAMENT BUILDINGS

APPROVED

Present:	**Trevor Reaney** **Gareth McGrath** **Stephen Welch** **John Stewart** **Richard Stewart** **Hugh Widdis**
In attendance:	**Georgie Campbell (except for Agenda Item 9)** **Tony Logue (Agenda items 6 and 7))** **Peter McCallion (Agenda item 10)**

1 Apologies

1.1 None.

2 Declaration of Interests

2.1 No interests were declared.

3 Minutes of Previous Meetings

3.1 The Minutes of the meeting of 6 May 2011 were approved subject to some minor amendments.

4 Matters Arising

4.1 Outstanding Matters Arising will be dealt with through the Action Points or discussed as substantive agenda items.

5 SMG Action Points

5.1 The Action points were reviewed. No updates were necessary.

6 Future Commission and SMG Business

6.1 Tony Logue reported that the new Commission is proposed to consist of:

Mr Peter Weir
Mr Pat Ramsey
Mr Leslie Cree
Mr Barry McElduff
Ms Judith Cochrane

The Commission members are scheduled to be formally appointed at the meeting of the Assembly on 23 May 2011. Mr Logue said he expected that the Commission will hold monthly meetings.

6.2 The first meeting of the new Commission will be at 2pm on Thursday 31 May 2011. Mr Logue presented a draft agenda. It was agreed that Matters Arising should deal only with those from the previous meeting. It was suggested that the substantive items on the agenda should be as follows:

Assembly Commission Portfolio arrangements
Nomination of Assembly Commissioner for Standards
(This will require a Motion and should be a separate agenda item)
Litigation Update *(to be included in Clerk/DG's Update)*
Directors' Updates *(to be included in Clerk/DG's Update)*
Clerk/DG Update
Assembly Commission end of Mandate Report
Corporate Business Planning
(The last two items should be included on the agenda for the offsite meeting. A paper will be required to describe the process for the development of the 2012/16 Corporate Plan)
Appointment of Pension Trustees
North South Parliamentary Forum

ACTION: TONY LOGUE (RE AGENDA)
CLERK/DG (PAPER ON CORPORATE PLANNING PROCESS)

6.3 The Clerk/DG asked that the nomination of a Commission member to the Secretariat Audit and Risk Committee be added to this agenda. A paper will be prepared to include the SARC Terms of Reference.

ACTION: TONY LOGUE (RE AGENDA)
CLERK/DG (PAPER ON SARC MEMBERSHIP)

6.4 Stephen Welch asked that an update on the roof repairs is added to the agenda as a substantive item for the 28 June meeting. This will include a presentation from CPD. The issue will be flagged up in the Clerk/DG's update to the 31 May meeting.

ACTION: TONY LOGUE

6.5 Tony Logue said that he is arranging an induction programme for new Commission members which will include meetings with Directors.

6.6 It is intended that the Commission will have an offsite meeting on 16/17 June to discuss corporate planning and future work plans

6.7 Mr Logue reported that the Commission is scheduled to travel to Dublin for discussions with the Oireachtas Commission and NSPF Working Group.

6.8 Mr Reaney said that he intends to cease the production of a quarterly report to the Commission. Instead he will provide an update on key issues for Commission members at each meeting.

6.9 It was suggested that a Project Centre should be set up on AssISt to identify key issues and that this would be updated on an ongoing basis by Directors.

6.10 Hugh Widdis suggested a review of the seating arrangements for Commission meetings.

6.11 The SMG Forward Work Programme was noted.

7 FOI Requests

7.1 SMG members noted the two current FOI requests.

8 Review of arrangements for new mandate

8.1 Trevor Reaney reported that he had received only positive comments about the arrangements which had been put in place for the new Assembly following the election. He thanked the members of the Election Planning Team for their work and all other staff who had been involved in the arrangements for new and outgoing members and also for the initial plenaries.

8.2 John Stewart said that everything had gone smoothly. He said that the Members Handbook would be available on AssISt later that day and that the Election Planning Team had been stood down. A report will be prepared for SMG on the lessons learned from the election planning process.

ACTION: JOHN STEWART

8.3 Richard Stewart said that most of the focus for his staff had been on those members who had not been re-elected. Meetings had taken place with seven of the eight of these. The winding up of the affairs of those MLAs who stood down before the election was progressing well. The valuation of constituency offices is currently being put in place.

8.4 Stephen Welch said that there had been no problems with the allocation of accommodation. He commended the Election Planning Team.

9 Moving Forward – Revised Organisational Arrangements

9.1 Proposed Organisational Changes
The proposed organisational changes set out in the confidential paper were discussed and agreed for communication and consultation on implementation.

9.2 SMG members agreed that the Corporate Governance Framework be updated to reflect the revised arrangements.

9.3 SMG noted the ongoing consideration of proposals regarding a Core Management Group and Organisational Development Strategy

ACTION: CLERK/DG

10 Business Efficiency Review Update

10.1 John Stewart and Peter McCallion reported as follows on progress in relation to the Efficiency Review:

- TUS will continue to be consulted on papers approved by the Project Board.
- Consultation on draft methodology paper runs until 31 May 2011.
- The Project Board will report to SMG as progress is made.
- SMG will be given the opportunity to comment on reports from the Project Board.

- The Project Board will set out the process for the next four years including the methodology for dealing with business areas not included in the Efficiency Review.

10.2 It was suggested that:

- regular reports are made to the Commission on progress
- subjecting the entire cycle of contract build specification procurement, management and closure would be an important area for the Business Efficiency team to examine and should be either a fourth thematic review or an early business area review.

11 Draft Visitor Conduct Behaviour Policy

11.1 It was agreed that the Draft Visitor Behaviour policy will move to Stage (2) of the Policy Development process – if necessary, Security will consult with Procedures Committee on any issues arising. The Clerk/DG suggested that he prepare a paper for consideration by the Assembly Commission.

ACTION: STEPHEN WELCH

11.2 SMG agreed that this policy should proceed to Stage 2 of the policy development process.

12 Broadband Service Re-tender

12.1 SMG members approved the business case and procurement exercise and noted the spending implications.

13 Updates

(a) Directors

Trevor Reaney reported that interviews for the Independent Financial Review Panel will take place on 26/27 May 2011 and that proposals for membership will be submitted to the Commission for approval.

Hugh Widdis reported that the Supreme Court case is scheduled to be heard on13/16 June 2011. The allocation of time to present the case has yet to be agreed. Richard Stewart asked Mr Widdis to consider whether a bid will need to be made in the June Monitoring Round to meet the costs of this case.

ACTION: HUGH WIDDIS

Stephen Welch reported that the new Control Room is up and running, although subject to final testing and sign off and that all new passes have been issued. Readers will be installed in passes in two weeks' time. Mr Welch said that the arrangements to create 65-70 additional car parking places are progressing well. It is hoped to have these in place by the beginning of July.

Richard Stewart asked to those Directors who had not yet commented on the draft Purchase to Pay paper to let him have their responses as soon as possible.

ACTION: DIRECTORS

John Stewart reported that there would be a short plenary on Monday 23 May followed by a meeting of the Business Committee. Mr Stewart also reported that good progress has been made in relation to the Hansard Digital Audio project and that the Bill Template project is now progressing. Mr Stewart said that arrangements are being made to brief the Speaker and Deputy Speakers in relation to the handling of forthcoming business.

(b) HR Management Information

SMG members noted the contents of Mr Stewart's paper of 16 May 2011. Responding to Mr Widdis, Mr Stewart confirmed that trend information is now available.

(c) Website Project

Gareth McGrath reported that a company has been selected for the Contract Management System and that the new website should be operational by September 2011.

(d) Information Management

Gareth McGrath will bring a paper to SMG to take Directors' views.

ACTION: GARETH MCGRATH

14 Any Other Business

14.1 Following a discussion regarding a potential extension to the Support Services contract, it was agreed that Richard Stewart would examine the compliance for the alteration to the basic term of the contract.

ACTION: RICHARD STEWART

15 Date of Next Meeting

Thursday, 2 June 2011 at 9.30am in Room 106