SECRETARIAT MANAGEMENT GROUP

10.20AM ON FRIDAY, 30 SEPTEMBER 2011 IN ROOM 29, PARLIAMENT BUILDINGS

APPROVED

Present:	**Trevor Reaney** **Gareth McGrath** **Damien Martin** **John Stewart** **Richard Stewart** **Hugh Widdis**
In attendance:	**Jim Beatty** **Cathy McGowan (Agenda item 6, 7)** **Georgie Campbell (Agenda item 8)** **Ken Eccles (Agenda items 9)** **Jonathan McMillen (Agenda item 11)** **Sinead McDonnell (Agenda items 12, 13 and 15(b))**

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 15 September 2011 were approved subject to some amendments.

4 Matters Arising

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

5 SMG Action Points

5.1 Members were asked to advise Jim Beatty of updates and amendments.

ACTION: JIM BEATTY

6 Future Commission/SMG Business

6.1 Cathy McGowan joined the meeting at 10.25am. The Commission's next meeting is scheduled for Tuesday 25 October 2011. The draft agenda was considered:-

- Clerk/DG's Report
- Childcare Scheme
- Standards of Conduct Policy
- Internal Good Relations – Final Draft
- Members Consumables
- Members' Financial Services Handbook
- Upper Car Park Issues

6.2 The SMG Forward Work Plan was reviewed.

7 Assembly Questions

Cathy McGowan advised SMG of the latest questions received. These were noted.

8 Corporate Strategy 2012 - 2016

8.1 Georgie Campbell joined the meeting at 10.38am and provided copies of the latest draft of the strategy.

8.2 SMG discussed the purpose and contents of the strategy which contains revised values, aims, objectives and outcomes. It is intended that delivery of the strategy and measurement of achievements will be through links with directorate plans, where appropriate. It was agreed that while this represented a four year plan, there would be a need for annual milestones to gauge progress.

8.3 There was a lengthy discussion on the wording of the objectives and a number of suggestions were agreed.

8.4 It was agreed that directors should provide Georgie Campbell with views on the planned outcomes by close of play on Wednesday, 5

October 2011and the document would then go out for wider consultation. It was also agreed that this would be an item for the meeting of the Corporate Management Group on Friday 21 October 2011.

9 Upper Car Park Policy

9.1 Ken Eccles joined the meeting at 11.44am and spoke to his paper on the above issue.

9.2 SMG had previously agreed a paper on improving security access measures and since then, further consultation had taken place on a review of the Upper Car Park Access policy.

9.3 The principle focus of the revised policy was security/medical access which in turn impacted on capacity.

9.4 It was agreed to prepare an issues paper for the Commission to seek views.

ACTION: DAMIAN MARTIN

10 October Monitoring

10.1 Paula McClintock joined the meeting at 12.20pm and spoke to the papers on this issue.

10.2 Given the importance of the sale of Ormiston House to the monitoring round submission, SMG agreed that it was unlikely that the sale would be completed in the current financial year.

10.3 SMG again reaffirmed its view that only those resources that are required to meet planned expenditure should be retained within budget lines and that any anticipated underspend, no matter how small, should be identified for immediate surrender to the NI Block.

10.4 SMG will be reluctant to support any bids in one monitoring round if there would be surrenders in a subsequent monitoring round.

10.4 Trevor Reaney urged everyone to closely monitor all expenditures and to inform Finance as soon as possible of any bids/surrenders.

11 Further Education Policy

11.1 Sinead McDonnell joined the meeting at 1.00pm.

11.2 SMG had agreed proposed key changes to this policy at the meeting on 12 November 2010. The draft policy had since been issued for consultation.

11.3 The key changes before SMG would increase fees payable to £4,000 per academic year and all applications would be considered at the L&D co-ordinators monthly meeting.

11.4 SMG approved the policy.

12 Wellbeing Strategy

12.1 SMG had previously agreed to the development of a Health and Wellbeing Strategy and Action Plan and following consultation, this was now back with SMG for approval.

12.2 Agreement of the strategy would bring all existing resources and initiatives together to deliver a more structured approach. It was planned that a new Health and Wellbeing Committee would be formed from staff to develop initiatives and to take forward the Action Plan.

12.3 SMG approved the Strategy and Action Plan.

13 Purchase to Pay System

13.1 Richard Stewart spoke to his paper on this issue which brought together responses on the initial scoping paper. The responses had shown broad support for implementing a P2P system across the Secretariat which would bring significant governance benefits.

13.2 SMG discussed the paper and its recommendations and agreed the following:-

- In principle, a P2P system should be procured and installed
- A project board which would include representatives from each directorate, should be established
- The P2P system should be installed by 31 March 2012
- A fixed Asset Register should be included within the project

13.3 SMG agreed that this project would be taken forward by the CMG.

14 Updates

(a) HR Management Information

The average working days lost for the period August 2010 to July 2011 was 7.6 which was a 0.3 reduction on the previous period but still slightly above the 7.5 target. SMG noted the figures.

15 AOB

15.1 NIPSA has written to the Clerk/DG regarding a potential strike on 30 November 2011.

18 Date of Next Meeting

Wednesday, 19 October 2011 at 10.00am in Room 144.

The meeting adjourned at 1.18pm.