



Northern Ireland
Assembly

Assembly and Executive Review Committee

Minutes of Proceedings

Wednesday 20 March 2024 at 12.00 p.m.

Meeting Location: Room 21, Parliament Buildings

Present:

Jonathan Buckley MLA (Chairperson)
Declan McAleer MLA (Deputy Chairperson)
Cara Hunter MLA
Gary Middleton MLA
Michelle McIlveen MLA
Kate Nicholl MLA
Pat Sheehan MLA

Present by Video or Teleconference:

Tom Elliott MLA

Apologies:

Aíne Murphy MLA



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In Attendance:

Shane McAteer, Committee Clerk

Nick Mitford, Senior Assistant Clerk

Elaine Farrell, Assistant Clerk

Alison Ferguson, Clerical Supervisor

Ciara Dorrian, Clerical Officer

Agreed: The Committee agreed to hold agenda items 1 – 3 in closed session.

The meeting commenced at 12:00 p.m. in closed session

1. Apologies

As above.

2. Declaration of Interests

The Chairperson advised Members of the ongoing requirement to declare relevant financial or other interests as and when they arise and before taking part in any proceedings of the Assembly relating to that matter. Members were further advised that any financial or other interests which relate to the remit of the Committee, or which are likely to be relevant to a substantial part of its work, should be drawn to the attention of the Committee at this stage.

Kate Nicholl joined the meeting at 12:04 p.m.

No interests were declared.



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3. Committee Procedures

The Committee noted the following guidance documents:

- 3.1 Committee Membership;
- 3.2 Staff contact details;
- 3.3 Arrangements for committee meetings;

Agreed: The Committee agreed that future meetings of the Assembly and Executive Review Committee (AERC) would take place on a Tuesday at 9:30 a.m. and that this arrangement would be subject to review as necessary.

Agreed: The Committee agreed that future AERC meetings are held in public session unless individual agenda items require to be held in closed session.

Agreed: The Committee agreed that tea, coffee, and, where applicable, a working breakfast/lunch would be provided at AERC meetings.

- 3.4 Guide to the Powers and Operations of Standing and Ad Hoc Committees;

Noted: While considering this document, the Committee noted in particular the guidance on privilege and matters of sub-judice contained therein.

- 3.5 Guide to the role of the Committee Chairperson;
- 3.6 Guide for members to the Role and Functions of the Committee Secretariat;
- 3.7 Committee approach to dealing with correspondence;

Agreed: The Committee agreed the outlined approach to dealing with correspondence is adopted provisionally by the Committee subject to its use in the AERC context being reviewed at a later date.



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3.8 Protocol on conduct and courtesy.

Agreed: The Committee agreed to adopt the protocol on conduct and courtesy in Committee meetings.

The meeting moved into open session at 12:12 p.m.

4. Role and Remit of the Assembly and Executive Review Committee

The Committee received a briefing from the Committee Clerk on the role and remit of the AERC.

Noted: The Committee noted the role and remit of the AERC.

5. Identification of potential topics for the Committee work programme

The Committee received a briefing from the Committee Clerk on a suggested process for the identification of potential topics for the Committee's work programme.

Agreed: The Committee agreed to write to the First Minister and deputy First Minister to request a meeting with the Committee Chairperson and Deputy Chairperson to discuss any suggested topics which they may have to inform the AERC work programme.

Agreed: The Committee agreed to write to the political parties and independent Members represented in the Assembly to seek their views on potential topics for the AERC work programme.

Agreed: The Committee agreed to commission research from the Assembly Research and Information Service as necessary, including comparative research on the work of similar committees in other legislatures.

Agreed: The Committee agreed to consider any separate developments which may give rise to work commitments for the AERC.



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Agreed: The Committee agreed to write to the Chairpersons' Liaison Group and the Committee on Procedures to seek their views on potential work topics for the AERC.

6. Draft induction plan and arrangements for strategic planning

The Committee received a briefing from the Committee Clerk on the draft induction plan and the arrangements for strategic planning.

Agreed: The Committee agreed the draft induction plan.

7. Correspondence

The Committee considered an item of circular correspondence from a member of the public who collects political memorabilia.

Agreed: The Committee agreed to send a signed copy of the minutes to a member of the public who collects political memorabilia.

8. AOB

None.

9. Date, Time and Place of the next meeting

The Chairperson advised Members that the date of the next meeting of the AERC will be confirmed in due course.

The meeting was adjourned at 12:19 p.m.



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Jonathan Buckley MLA
Chairperson, Assembly and Executive Review Committee
1st October 2024