

SECRETARIAT MANAGEMENT GROUP STRATEGY FORMAT

**FRIDAY, 2 OCTOBER 2015 at 11.03AM
ROOM 106, PARLIAMENT BUILDINGS**

APPROVED

Present: Trevor Reaney
Gareth McGrath
John Stewart
Richard Stewart
Stephen Welch
Hugh Widdis

In Attendance: Jim Beatty
Maria Bannon
Martina Daly
Brian Devlin
Karen Martin
Robin Ramsey
Tracey Wilson

1. Opening/Review

(a) Apologies

No apologies were received.

(b) Declarations of Interest

There were no declarations of interest.

(c) Minutes of Previous Meeting

The Minutes of the meeting of 4 September 2015 had been approved and published on 25 September 2015.

(d) Matters Arising

There were no matters arising.

2. Action Points

- 2.1 The outstanding Action Points were reviewed. Members were asked to advise Jim Beatty of any future changes.

3. Gender Action Plan

- 3.1 Maria Bannon and Karen Martin joined the meeting at 11.04am and spoke to this paper.
- 3.2 On 12 June 2013 a group of senior staff met to discuss how the Secretariat might examine the existence of any barriers in relation to gender within the Assembly secretariat and to consider what actions might be necessary. Following this meeting, a Gender Action Plan Steering Group was established to progress the gender action project.
- 3.3 The Gender Action Plan Steering Group produced a findings report, which was approved by the Commission on 10 December 2014. The development of a Gender Action Plan has been progressed by the Gender Action Working Group.
- 3.4 The working group agreed to establish subgroups based around key themes identified in the research findings report and the work of the subgroups has been fed back into the full Gender Action Working Group.
- 3.5 Following on from a number of workshops, including consideration of the findings and research of the Assembly and Executive Review Committee (AERC) 'Review of Women in Politics' to identify any overlapping issues, specifically where identified issues may affect Secretariat staff, the working group has produced a draft action plan for SMG's consideration.
- 3.6 SMG discussed the comprehensive proposals and agreed the following:-
 - To consider reducing the number of overarching themes
 - The Clerk/CE to prepare a forward to the Action Plan (subject to discussion with the Speaker)
 - Directors will arrange meetings to take forward the proposed leads as suggested in the Plan
 - To set deadlines for completion with the focus on early achievements
 - To cross co-ordinate with other policies/Plans
 - To amend the SMG/Commission submission template to include consideration of 'Gender' issues
- 3.7 The Gender Action Working Group will take the draft plan forward as an implementation group. Changes to its make-up will be considered later.

4. Broadcast Contract

- 4.1 Tracey Wilson joined the meeting at 11.27am and assisted John Stewart in presenting this paper.
- 4.2 The current Broadcasting Contract ends on 9 July 2016 and a decision is required in relation to the provision of a new broadcasting service. The current contract was let in December 2010 to Pi Communications and is considered business critical for the Assembly.
- 4.3 Following a review of the contract, a number of options were considered:-
- **Do Nothing** – this was discounted due to loss of services and reputational risk to the Assembly.
 - **Bring Services in House** - The Project Board does not believe that an in house solution can be implemented in the timescale available i.e. by 10 July 2016. Such a significant change must be thoroughly investigated with the assistance of experts before making any change. While this option may not be immediately viable, the Project Board believes that a strategic outline paper should be sent to the Assembly Commission within the first two years of the new contract.
 - **Competitive tender for a 6 year contract (2016 to 2022)** - Contracting out the requirement enables the Assembly to take advantage of valuable knowledge and expertise in a complex area, obtain the best possible service, ensure value for money and fix costs over a period that can be incorporated into financial forecasting. A contract of this length would ensure that a contractor would be in place to assist with expected major capital specifications and installations and assist with any refurbishments of the Assembly Chamber and Committee Rooms (potentially in 2021).
- 4.4 SMG discussed the options and identified some further variations. It was agreed that the 6 year contract was the most viable and cost effective for the Assembly and, subject to some amendments, the paper should be referred to the Commission.

5. Bring Your Own Device Policy

- 5.1 Brian Devlin and Martina Dalton joined the meeting at 11.50am and spoke to this paper.
- 5.2 Currently there are 88 personal devices permitted to access the Assembly's IT system, 54 of these belong to staff. As the Commission retains responsibility for the security of all data, it is considered

necessary to ensure that all processing of personal data which is under its control remains compliant with the Data Protection Act. While it was accepted that the policy in itself will not remove all risks, SMG is content that it will assist in the management of those risks.

- 5.3 After discussion SMG agreed the new policy, to be reviewed on an annual basis and authorised declaration forms returned on a six monthly basis; and to accept the residual risk identified within the paper.

6. Privacy Impact Assessment (PIA)

- 6.1 Martina Dalton spoke to this paper.
- 6.2 It was accepted that although PIAs are not a legal requirement at present, proposed Data Protection Regulation would make them mandatory for both the public and private sector organisations in the near future. Conducting this exercise demonstrates that the Commission protects the personal data which it processes and realises its obligations under the Act.
- 6.3 The Information Commissioner recommends PIAs are conducted as a matter of good practice and the assessment, (or summaries of), published, subject to the removal of exempt information. Martina said that it is recommended that PIAs are introduced in regards to new systems, projects and policies throughout the organisation, or when reviewing such areas.
- 6.4 SMG had concerns about the introduction of further processes, associated costs and management of those processes. After discussion, it was agreed that the recommended processes should be introduced from April 2016 but that concerns over management should be addressed prior to that date.

7. Information Asset Register

- 7.1 Martina Dalton spoke to this paper.
- 7.2 The Information Commissioner regards the creation of an information asset register as good practice for organisations and the introduction of such a register was included within a recent internal audit report.
- 7.3 Martina said that an information asset register is a way to manage the organisation's information assets and the risks to them. She agreed that the creation and maintenance of an information asset register would require additional work and commitment from Information Asset Owners and Heads of Business.

- 7.4 While recognising the benefits, SMG had reservations about costs and resources not only required in compiling the register but also in its maintenance. It was agreed that further detailed information on costs should be brought back to SMG.

8. Commission/SMG Business

- 8.1 Robin Ramsey joined the meeting at 12.27pm and tabled a draft agenda for the next Commission meeting for 21 October 2015. The proposed items are:-

- Clerk/CE's Update
- Insurance Litigation Update
- Gender Action Plan
- Disability Access within Parliament Buildings
- Broad cast Contract
- Correspondence relating to bi-lingual translation of Assembly Questions
- Report on Union Flag EQIA
- Protocol for Answers to Assembly Questions
- Equality Screening Report – Assembly Commission Questions

- 8.2 SMG noted the Forward Work Plan to October 2015.

9. Items Cleared by Correspondence

- 9.1 SMG noted that the following items had been cleared by correspondence since the last meeting:-

- Internal Audit Update
- Members Survey 2014 Action Plan – September 2015 Update
- HR Management Information
- Environmental Management System Review

10. AOB

- 10.1 Trevor Reaney said that Hugh Widdis was leaving the Assembly and regrettably this was his last SMG meeting. Hugh's significant contribution to SMG over the past years was acknowledged and SMG wished him well for the future.

11. Date of Next Meeting

- 11.1 The next meeting will be held at 9.30am in Room 106 on Wednesday, 28 October 2015.

The meeting adjourned at 12.37pm.