

COUNCIL

Minutes of the one hundred and twenty-ninth meeting of Council held on Wednesday 20 June 2018 at 10.00 am in Room 115, 1st Floor, CCEA, 29 Clarendon Road, Belfast.

Present : Mr T Carson (Chair) Dr A Kerr
Dr N Morton Mr R Thompson
Dr L Caul Mrs C Harpur
Mr B Wilson Mrs C Fitzsimons
Mr C McKinney Mrs K O'Hare

Mr J Edwards (Chief Executive)
Mrs L Scott (Director of Finance & Corporate Services)
Miss M Farragher (Director of Education)
Mr R McCune (Head of Regulation, Item 8 only)
Miss R Kennedy (Business Manager, CAR, Item 7 only)
Mr J Daly (Financial Services Business Manager, Items 9 and 10 only)

Miss N Kennedy (Manager, Council Secretariat)

Introduction

The Chair welcomed members and officers to the meeting.

1 Apologies

An apology was received from Mrs R Cowan.

2 Conflict of Interests

Members confirmed there were no conflict of interests for any of the agenda items.

3 Chair's Business

The Chair advised that the following officers would attend during the course of the meeting :

- Miss Ruth Kennedy, Business Manager, Curriculum, Assessment & Reporting for Item 7 : Education
- Mr Roger McCune, Head of Regulation, for Item 8 : Regulation
- Mr John Daly, Financial Services Business Manager, for Item 9 : Audit; and Item 10 : Finance

Tabled Papers

The Chair drew attention to the tabled papers provided for members' information.

Chair's Report to Council : April to June 2018

The Chair updated members on the following :

Examination Appeals

The Chair advised that two examination Appeal Hearings have taken place since the last meeting of Council; he confirmed that neither had been upheld.

He provided an overview of the range of activities undertaken since the last Council meeting. This included:

- Meetings with the Chief Executive : he confirmed that regular 1-1 meetings with the Chief Executive continued to monitor the effectiveness and seek assurances on the operations of the organisation. He advised that the Chief Executive also kept him up to date on matters as they arose communication.
- A series of meetings with senior Government officials from the Department of Education and Department for the Economy.
- Attendance at a range of stakeholder and networking events hosted by CIPFA, NIAO and the Department of Education. The documentation from the launch of the Good Practice Guide on “Performance Management for Outcomes” would be issued to members for information.

Boardroom Apprenticeship Programme

The Chair confirmed that he had attended this event. Following discussion, it was suggested that a representative from the Programme be invited to give a presentation to Council at a future meeting.

Council Appraisals

The Chair thanked all members for their co-operation and participation in the performance review meetings. He confirmed that all completed documentation had been submitted to the Department of Education within the deadline.

Council Development Day : September 2018

The Chair confirmed that a facilitator would be sourced and a suitable date canvassed for September/October 2018.

Appointment of New Council Members

The Chair advised that the recruitment process for new Council members would be completed by 30 September 2018. A Council Member raised the matter of recruiting a younger age profile to Council, and suggested representation be considered from the different sectors in the Northern Ireland communities.

Following discussion on the benefits of different knowledge, experience and skills required for an effective board, the Chair confirmed that the recruitment process would be followed.

Chief Executive’s Report

The Chief Executive (CE) drew attention to the information provided and updated members on activity since the last meeting. This included :

Curriculum & Assessment

- Industrial action continues to have a negative impact on engagement with the end of Key Stage assessment. The CE advised he had raised this at the recent GAR meeting and DE confirmed this would need to be addressed along with the range of other matters currently being discussed.

A Council Member expressed concern at the drain on resources given the lack of engagement from schools. The CE stated that appropriate resources are provided depending on the response rate. The response rate was part of the ongoing industrial dispute. Invigilation was not part of the industrial dispute.

Clarification was sought on whether any issues had been raised in regards to invigilation. The CE confirmed that there were no issues of concern in relation to the ongoing industrial action.

- Shared Education 2018/19 : Chief Executive is a member of the Shared Education Project Board, chaired by Mr Tommy O'Reilly, Deputy Permanent Secretary (DE). CCEA continues to contribute to the Shared Education programme in both primary and post-primary with uptake at primary being particularly positive.
- Curriculum Resources : provision of a wide range of curriculum materials to support priority areas identified in conjunction with the Department and the Northern Ireland Curriculum.

Examinations

- The Summer 2018 series was nearing completion. GCSE entries rose considerably during 2017/18 and GCE entries remained static. The rise in entries was placing increased strain on resource, which may not be addressed through fees.
- English Literature Review : recommendations are being progressed through an action plan which is being monitored by the Director of Education. A report will be provided to the Education Committee in the autumn.
- GCSE Grading Change : C* was awarded for the first time in March 2018 with no concerns arising. The CE said he was content that the communication around this matter was proving successful and confirmed there had been no negative feedback to date.

The grading changes will continue to be managed throughout the summer examinations series.

- Malpractice and maladministration: a number of cases were currently being progressed.

Clarification was sought on a number of malpractice related matters, in particular :

- dialogue with the General Teaching Council for Northern Ireland (GTCNI) responsible for the conduct of teachers.

The Chief Executive confirmed he had the opportunity to discuss with a GTCNI representative a number of issues relating to malpractice.

The CE confirmed that all personnel involved in the marking of examinations receive training in advance of each summer series to ensure they are made aware of any changes year on year. He advised that the JCQ documentation on Policies and Procedures on Suspected Malpractice was also available.

The Director of Education (DoE) said that planning is underway to provide a full suite of resources to all stakeholders on malpractice and maladministration to reflect the issues that have arisen during 2017/18 and lessons learned. Information on penalties would be included. She advised that discussions around the development of a compliance model are underway to assist those involved in the administration of examinations within centres.

A Council Member welcomed this development and said it was important that awareness was raised on the serious consequences which could arise as a result of malpractice.

The Chair confirmed that centre sanctions are applied by CCEA, whilst the employment conduct is a matter for the Employing Authority.

A Council Member said that it was not common practice for the outcomes of malpractice cases to be put into the public domain and asked for this to be taken into consideration when producing the suite of resources.

It was suggested by one Council Member that consideration be given to including a brief session on '*Integrity*' in the programme for the next Principals Conference.

Regulation

The Chief Executive confirmed that Ofqual had agreed to continue with the maintenance of standards meetings.

The CE expressed concern in regards to the potential implications of the introduction of T-Levels for the market here in Northern Ireland. He would discuss this and other related matters with the Department of Education to ensure appropriate advice is provided. A Council Member stated that this was a significant issue and suggested that Council should write to DE indicating its concern. Members agreed and asked this be actioned.

FOI Requests

Members noted the most recent FOI requests.

4 Minutes of the previous meeting held on 28 March 2018

The minutes of the previous meeting held on 28 March 2018 were proposed by Dr Ana Kerr and seconded by Mrs Carol Fitzsimons as a true and accurate record. A copy was available for the Chair to sign.

Action Points

The Chair drew attention to the status of the action points. Members were updated on the following :

Item 4 : Revising the NI Curriculum : the Chair advised that an Innovation Lab had been established by DE for consideration of 14-19 Education. The Chief Executive confirmed that he had been invited to join this group.

Item 7 : External Review : The Chair confirmed he had written to Mr David Beck and the external provider from WJEC thanking them for their assistance with the External Review of GCSE and AS Level English Literature.

Internal Review : The DoE confirmed that monitoring of the action plan continued. This would be a standing item on the Education Committee agenda until all actions were closed out.

Item 10 : Finance : Establishment of an MSFM Sub-group : The DoFCS confirmed that expressions of interest would be sought from Council members and a group established during July/August 2018.

Minutes of the additional meeting of Council held on 26 April 2018

The minutes of the additional meeting held on 26 April 2018 were proposed by Mrs Carol Fitzsimons and seconded by Mr Robert Thompson as a true and accurate record. A copy was available for the Chair to sign.

Action Points

The Chair confirmed that the action points were complete.

5 Correspondence

Members noted the following correspondence:

- Delivery Planning for UK Exit from European Union
- Planning for the UK Exit from the European Union
- CCEA : Significant Risks Template
- CCEA Business Plan 2017/18 : End of Year Report
- CCEA Confirmation of Initial Financial Plan 2018/19

Members welcomed the £10.1M increase in respect of income for the 2018/19 financial year.

6 Governance and Accountability

Report of the Governance and Accountability Review (GAR) : 19 June 2018

The Chair provided an overview of the main matters discussed, in particular :

- the lack of progress in regards to the Estates Strategy and the need to secure fit for purpose accommodation for CCEA's operations. An assurance was given (by DE) that a list of potential options would be provided for consideration.
- The pace of service with the Central Procurement Development (CPD) and the concern regarding the length of time taken to procure low cost, essential items.

The Chair confirmed that Mr Tommy O'Reilly (Deputy Permanent Secretary) had been requested to give a presentation to those charge with governance on his Transformation Programme at the next Council meeting.

Clarification was sought on whether risk management in regards to malpractice cases had been raised. The Chair confirmed that DE were aware with regards to the management of risks associated with malpractice.

7 Education

Education Committee Report : Meeting held on 2 May 2018

The Chair of the Committee wished to place on record his thanks to the Director of Education (DoE) and officers for their support during the meeting.

He drew attention to the detail of the minutes provided, and reported on the following :

- NI Curriculum Monitoring Programme : members discussed the information and recommended the proposals to Council for consideration.

The Chair advised that this was a very worthwhile debate and commended the DoE for proposing these arrangements to monitor and evaluate the effectiveness of the curriculum.

The DoE agreed that it would be valuable to have this information so that accurate advice could be presented to the Education Committee for consideration. In regards to Key Stage 3, DoE recognised the importance of providing more opportunities to listen to the views of senior teachers and seek feedback on events, surveys and materials.

She confirmed as part of the monitoring programme formal feedback would be obtained from schools and a mechanism developed for tracking issues requiring attention. A Council member asked for the 'Pupil Voice' to be included to ensure children have the opportunity to contribute to the initiative.

- Statutory Assessment Operational Update : members received an update on centre engagement with statutory assessments for 2017/18.
- Teachers as Examiners : members received an update on the work completed and ongoing arising from the enquiry into teacher involvement in developing examination papers.

The above items are also on the agenda for this meeting.

- CCEA Symposium : members were presented with the findings from the symposium. The Chair stated that this was a very worthwhile event with both attendees and speakers providing valuable input.

He suggested that future similar events would be welcomed by the sector.

A Council member asked if a brief overview and presentations from the symposium could be made available.

- English Literature Reviews : members received an update on the findings and recommendations arising from the Internal and External Reviews. This included an action plan addressing the issues identified.

Further updates were provided on Examinations Timetabling and Key Achievements for 2017/18 and Planning for 2018/19 within the Education Directorate.

This concluded the report from the Education Committee.

NI Curriculum : Monitoring Programme Proposals

C/129/1

The DoE drew attention to the information in paper C/129/1, and provided an overview of the main areas, options and recommendations (see detail on pages 3-5) for consideration.

She advised that there had been thorough discussion on Option 2 through a series of focus groups and school visits. She recognised the importance of enabling staff to visit schools to gather feedback directly. This will allow support and resources to be tailored to meet specific needs.

In bringing together curriculum and qualifications cross-working will ensure all officers follow an agreed template to produce one report spanning from Foundation Stage through to Key Stage 5.

She confirmed that in terms of approach the groups and forums already in existence would be used (including Area Learning Communities).

Following discussion on a wide range of matters, members made a number of suggestions for consideration:

- The need to ensure resources are used to best effect, to keep the emphasis on learning, teaching and professional development;
- To listen to and support teachers moving forwards.
- To keep the quantity of material (Option 2) to a minimum, ensure it is effective and managed within existing resources.
- Communications : as this is not a review of the curriculum, care needs to be taken in communications to the sector; and to ensure the terminology is correct when referring to the curriculum.
- Views to be sought from the full range of stakeholders, to include : Further and Higher Education Institutions, Teacher Training Colleges, Youth Sector and Employers.
- Integration with areas such as disadvantages and social deprivation; and
- Questions to be drawn up for further discussion at the next meeting of the committee.

The DoE agreed to consider the points and suggestions raised by members.

Clarification was sought on the plans for implementing digital skills throughout primary schools. The Chief Executive confirmed that an update on the digital framework would be presented to the next Education Committee and would also form part of the monitoring programme.

A Council member referred to a recent presentation on academic resilience on young people and social deprivation and suggested it could be useful for Council. The Chair asked for this to be progressed outside of the meeting.

The DoE thanked members for their input and for the comments for consideration.

Members approved the proposals on how to improve systematic monitoring of the curriculum.

Statutory Assessment Operational Update

C/129/2

The DoE introduced this item. She confirmed that the paper had been discussed by the Education Committee on 2 May 2018.

The Business Manager, Curriculum, Assessment and Reporting (CAR) drew attention to the information provided and updated members on the current status in regards to centre engagement with statutory assessment for 2017/18.

Members sought and received clarification on a number of matters. Concern was expressed at the low participation rates and, following discussion it was agreed that the Chair should write, on behalf of the Council, formalising this concern particularly in regards to the figures stated on pages 4 and 5 of the paper. The Chair said he wished to give this consideration.

The Chief Executive introduced this item and confirmed that CCEA Regulation Team had undertaken a review, in parallel with OfQual, into teacher involvement in developing examination papers and other confidential assessments.

The DoE drew attention to the detail provided and confirmed that CCEA Awarding Organisation Team was working with JCQ to manage the teacher examiner risks to ensure compliance with new arrangements. She welcomed the JCQ collaboration with teacher representative bodies who will provide valuable input into the production of the guidance materials.

Members were advised that CCEA examination conduct was ahead of schedule on a number of the actions recommended and that a final report together with further recommendations and actions would come forward to the Education Committee.

The Chair confirmed that the CCEA Regulation Team was carrying out a parallel study and the awarding organisation would take cognisance of the information provided in this report.

Re-ordering of the Agenda

At this point in the meeting the Chair re-organised the agenda and confirmed that Item 9 : Audit would follow.

9 Audit

Audit & Risk Assurance Committee Report : Meeting held on 18 April 2018

The Chair of the Committee drew attention to the detail of the minutes provided and updated members on the following :

- *Risk Assurance in Awards and Purchases January – February 2018* : members noted no unauthorised purchases during this reporting period. 6 Direct Awards in relation to general purchases with no areas of concern and 1 in relation to venues and catering.
- *Corporate Risk Register : February 2018* : members noted the status of risks as at 31 January 2018 and were advised that the register had been aligned to the DE risk categories.
- *Draft Annual Governance Statement (AGCS) 2017/18* : members noted the process and timetable for the production of the AGS.
- *DAO Annual Fraud Report 2017/18* : members received the detailed report from the Department of Finance.
- *Internal Audit Activity* : 7 reports were presented to the committee together with the follow-up of prior year recommendations; the annual internal audit report (year ended 31 March 2018), and the draft internal audit plan for 2018/19.

The Chair drew attention to the 'limited' assurance provided on ICT. He advised that there had been some concern in regards to the methodology used and commended the approach taken by the Director of Finance and Corporate Services in resolving the matter with the Auditors.

- *DAO Audit & Risk Assurance Committee Handbook* : members of the committee and Council were provided with a copy of the document.

- *Summer Examinations Series 2018 Risk Assurance Report* : members noted the range of risks and mitigations for the summer 2018 examinations series.

Audit & Risk Assurance Committee (ARAC) Report : Meeting held on 13 June 2018

The Chair advised that the minutes would be circulated to members once finalised. He reported on the following :

- *Risk Assurance in Awards and Purchases March – May 2018* : members noted no unauthorised purchases during this reporting period. 16 Direct Awards in relation to general purchase with no areas of concern and 1 in relation to venues and catering were reported.
- *Annual Governance Statement (AGS) 2017/18* : members noted the final statement.
- *DAO (Director of Finance DE): 2016/17 Annual Theft & Fraud Report* : was provided for members' information.
- *Draft Annual Report & Accounts 2017/18* : (on the agenda for this meeting); members reviewed and recommended the AR&A to Council for final consideration and approval.

Members were advised that Mr Martin Pitt of PWC had retired. The Chair agreed to write to Mr Pitt on behalf of the committee.

- *Draft Revised Format : Corporate Risk Register : June 2018* : (on the agenda for this meeting); members reviewed and recommended the new format to Council for adoption.
- *Internal Audit Activity* : members noted the quarterly update report and follow up of prior year recommendations. It was confirmed that all audit assignments for 2017/18 had been completed, with one element of the GCOR to be finalised.
- *Post-project Evaluations (PPEs) DE Update* : members noted the PPEs reported to DE during 2017/18.

This concluded the reports of the April and June meetings.

General

The Chair of the ARAC drew attention to the reduced workforce and reduced expenditure of £3M. He suggested that Council may wish to consider what impact the reduced workforce would have on meeting business need if required to take on additional work.

The Chair confirmed that he had discussed the matter with the Chief Executive, however recognised the need for further discussion at Committee and Council.

He asked that a paper be presented at the Audit & Risk Assurance Committee on the risks associated with further VES at its September meeting for discussion.

Corporate Risk Register : June 2018

C/129/8

The DoFCS drew attention to the new format of the Corporate Risk Register and confirmed it had been revised in the context of the current risk environment and in line with the DE Risk Register.

She provided a brief overview of the main risks and associated mitigations; and confirmed that continuous monitoring would take place to ensure the most up to date information is available for the committee consideration moving forward.

Members were content with the clarity of the information provided and formally adopted the Corporate Risk Register.

Annual Governance Statement 2017/18

C/129/9

The Chief Executive introduced this item and drew attention to the main areas of the document. He confirmed that this was the CCEA Accounting Officer report on effective governance arrangements to the Department of Education and that he was satisfied with the level of effectiveness apparent in the organisation.

He confirmed that CCEA had not been subject to any ministerial direction and all ISO Standards had been maintained during 2017/18.

Members noted the final statement.

Re-ordering of the agenda

The normal running of the agenda resumed at this point in the meeting.

7 Education

Consultation on Looked After Children Strategy

C/129/4

The Business Manager (CAR) advised that CCEA had been invited to provide a response to the consultation on the draft joint Department of Health and Department of Education 'Strategy for Looked After Children : Improving Children's Lives'.

She gave an overview of the draft response and confirmed it would be circulated to members following the meeting for comment, and if satisfied approval to submit the document by the 4 July deadline.

The joint initiative was welcomed. A Council member stated the importance of the strategy and suggested that intervention should be earlier than Key Stage 2.

Members sought clarification on a number of matters and were satisfied with the explanations received.

Close Out Report : February Examinations Series 2018

C/129/5

Members were content with the information provided in paper **C/129/5**.

Provisional Entries : Summer Examinations Series 2018

C/129/6

The DoE drew attention to the information provided and reported an increase in GCSE component entries.

Members welcomed the increase in particular the uptake in languages.

A Council member wished to place on record congratulations to the Director of Education on a successful Autumn 2017 series.

8 Regulation

Regulatory Advisory Committee Report : Meeting held on 25 April 2018

Mrs Harpur drew attention to the detail of the minutes provided, and in the absence of Dr Robson Davidson, reported on the following :

- Regulatory Sub-Risk Register (to include the Role of the Regulator): members noted no risks during this reporting period. They were provided with the structures established within CCEA to ensure independence between the Regulator and the Awarding Organisation.
- Teachers as Examiners : members noted the first part of the review had been completed and were updated on the interim conclusions drawn from the evidence (detail provided on page 3 of the minutes).

A Council member said it was important to have a full understanding of the mitigation measures. It was confirmed that next stage would be to ensure appropriate mitigations were in place to safeguard teachers as examiners.

- GCSE Grading Communications Plan : members received a detailed briefing of the work completed to date, this included findings from the stakeholder engagement programme.

Potential Conflict of Interests

The Director of Education declared a potential conflict of interest as designated responsible officer for CCEA as an Awarding Organisation. She left the meeting at this point.

- T-Level consultation submission : members noted the response to the DfE (Department for the Economy) consultation. Technical advice in regards to T-Level qualifications is on the agenda for this meeting.
- Annual Statement of Compliance Report : members noted the information provided by the Head of Regulation. The focus was on the GCoR (General Conditions of Recognition), in particular G4, E5.2 and A1.5 (detail provided on page 5 of the minutes).

Updates were also provided on Traineeships and Apprenticeships set in the broader UK/Ireland context; and Current Monitoring and Compliance Activities.

The committee received two presentations on the Insights Report 2018; and a Regulatory Update from Qualifications Wales.

A Council member sought clarification on the main points of the presentation on the Insights Report. The Chief Executive confirmed he had provided information on trends; gap between boys and girls; and the uptake of languages.

This concluded the report of the Regulatory Advisory Committee.

A member wished to place on record congratulations to the Chief Executive on the way in which he handled the media in regards to the English Literature issues in October 2017.

The Chair welcomed the Head of Regulation to the meeting.

The Chief Executive introduced this item and provided an overview on the activity undertaken to date. He drew attention to the copy of the Government's Consultation Response on the Implementation of T Level Programmes provided to support the advice presented.

The Head of Regulation drew attention to the detail of the information provided and outlined the main areas for consideration, in particular, the implications for Northern Ireland and Recommendations.

Members sought and received clarification on a range of matters.

The Chief Executive expressed concern in regards to:

- The incompatibility of the programme with current policy in Northern Ireland. In the absence of a Minister for Economy, there is a need for urgent consideration (and direction) by the government departments on how the programme should be taken forward.
- The risk that if parts of the programme are not adopted into Northern Ireland then CCEA will have to enter into a procurement process which will require additional resource.
- An additional risk would be CCEA's ability to respond to the needs of the sector and the impact should these not be met.

He confirmed that although he had raised these issues with the Department of Education and Department for the Economy, concern had increased given the information now available.

The Head of Regulation added that further detailed thinking was required around :

- Implications for Northern Ireland and Wales should England impose restrictions to the programme;
- The development of a programme for a 3-country approach between Scotland, Wales and Northern Ireland and how technical areas might be populated by appropriate qualifications.

Following discussion on a range of matters, members suggested that:

- The significant risks featured within the CCEA Risk Register; and
- The Chief Executive should write to DE and DfE identifying the risks.

The Chair confirmed he would discuss all points raised with the Chief Executive outside of the meeting.

Members were content to approve the technical advice for submission to the Department for the Economy and Department of Education.

General

A Council member asked if all consultations could be clearly sign-posted on the website.

The Director of Education returned to the meeting at this point.

10 Finance

Finance Committee Report : meeting held on 26 April 2018

Mr Thompson drew attention to the minutes provided, and in the absence of Mrs Cowan, Chair of the Committee, advised members that this was a one item agenda meeting convened to discuss and consider the proposed 2018/19 budget allocation to go forward to Council for approval. The committee also received a presentation on the initial March 2018 budget position.

Finance Committee Report : meeting held on 13 June 2018

Mr Thompson advised that the minutes had not yet been finalised. He confirmed that the committee had fulfilled its challenge and scrutiny function on all agenda items.

He reported on the following :

- Members noted correspondence from DE confirming approval of CCEA's initial finance plan for 2018/19.
- Initial Finance Report as at 31 March 2018 : members noted an initial end of year position of £61K (0.3%) underspend with capital also underspent by 0.3%. Both within the DE target of 1%. Members commended officers on an excellent performance.
- Statement of Financial Position as at 31 March 2018 : the main issue remains increased pension liability.
- 2018/19 DE Budget Allocation : confirmation of recurrent and capital budget allocations was received. Members asked for further representations to be made to DE to seek a more effective mechanism for managing the budget in terms of income and expenditure.

The above items were on the agenda for this meeting with the Statement of Financial Position being included in the Annual Report & Accounts 2017/18.

- Public Shared Services Programme : members discussed the proposals for shared services In particular the risk of CCEA being aligned with the Education Authority in terms of HR and Payroll provision. It was stated that all shared services arrangements need to be fit for purpose. The use of staff resources on the programme was also causing concern due to the length of time proposed for implementation.
- Operational Plan : Monitoring Report : Quarter 4 : also on the agenda form this meeting. Members were content with the information provided.
- Draft DE Business Plan 2018/19 : members noted that preparation of the plan had been completed.
- Procurement and Business Case Update : no current procurement processes scheduled with the Education Authority (EA) CoPE; 3 live procurements are scheduled with Central Procurement Directorate (CPD). CCEA is also engaged in one collaborative procurement opportunity.
- 35 Business cases were approved between March and May 2018, with one business case currently being prepared on Interactive Maths Tool for Irish Medium to the value of £450K. This will be circulated to the committee for consideration once finalised.

Human Resources : members received reports on Sickness Absence; Performance Review System and Estates Development. A draft CCTV Policy was approved subject to feedback from the Union.

The outcomes of the Staff Survey 2017/18 and the Staff Development Plan for 2018/19 were provided for information.

- Recruitment for the Head of Regulation : members discussed the paper presented and were content to recommend the proposals to Council for consideration (on the agenda for this meeting).

This concluded the reports of the Finance Committee.

The Chair thanked Mr Thompson for his inputs.

Interim Finance Committee Report as at 31 March 2018

C/129/10

The Chair advised that the report was discussed in detail at the Finance Committee and the appropriate level of challenge and scrutiny was applied.

The FM confirmed an end of year financial position of £19K (0.1%) underspend; and a capital position of £0.49K (0.2%) underspend. Both within the DE target of a maximum 1%.

Members commended officers on an excellent performance.

Draft 2017/18 Annual Report and Accounts (AR&A)

C/129/11

The DoFCS drew attention to the detail of the information provided and confirmed all deadlines had been met. She provided a brief overview of the reports and explained the reasons for reduction in expenditure during 2017/18.

NIAO Report to those Charged with Governance

An Unqualified Opinion had been proposed by PWC on behalf of the NIAO. Members noted 4 observations and no priority 1 recommendations.

The DoFCS confirmed the reports had been discussed at the Audit & Risk Assurance Committee meeting on 13 June.

The Chair recognised the significant amount of work carried out in the preparation of the accounts, and also the year on year improvement on processes which were proving to be more efficient and effective. On behalf of Council, he wished to place on record this thanks to the DoFCS and all members of staff involved.

Members were content with the information provided and formally approved the 2017/18 Annual Report & Accounts for signature by the Chair and Chief Executive.

The signed documents would be laid during the first week in July 2018.

2018/19 DE Budget Allocation

C/129/12

The DoFCS drew attention to the detail of information provided in paper C/129/12, and advised that confirmation had been received from DE on CCEA's 2018/19 allocation of £19.345M recurrent and £330K non cash depreciation.

Capital funding of £506K was also confirmed, with plans in place to ensure the budget is utilised within the 2018/19 financial year.

Members were content to approve the high-level financial plan.

Operational Plan : Monitoring Report : Quarter 4

C/129/13

The DoFCS drew attention to the information provided in paper C/129/13, and reported on the final quarter for 2017/18. She provided an update on the 3 objectives that would not be achieved and assured members that every effort would be made to realising these during 2018/19.

The Chief Executive advised that a review of the targets was underway with a view to rationalising and staggering targets moving forwards.

Members noted the information provided.

Draft CCEA Business Plan 2018/19

C/129/14

Members noted the information provided.

Human Resources

Proposals for Recruitment of Head of Regulation

C/129/15

The Chief Executive introduced this item. He confirmed that Mr Roger McCune, current Head of Regulation would retire.

He drew attention to the information provided summarised the main points for consideration. It was confirmed that the post-holder would report directly to the Chief Executive.

Members sought and received clarification on a number of matters and were content to approve the proposals to proceed with recruitment.

The Chair confirmed that expressions of interest would be sought from all members on whether they wished to be involved in the recruitment process.

General

A Council member asked officers to consider:

- How the arrangements for reporting feedback to Council on the work of the Regulatory Advisory Committee could be improved; and
- the production of an organisational chart complete with named officers.

11 Any Other Business

None identified.

12 Date of Next Meeting

The Chair confirmed the date of the next Council meeting as Wednesday 26 September 2018. He advised that Mrs Ann Evans, Chair of Ofqual would be presenting to the Council and suggested an 8.30 am start with breakfast with a presentation from 9 – 10 am ahead of normal Council business.

He confirmed that Mr Tommy O'Reilly would also give a presentation on the Transformation Programme and this would be factored into the normal agenda.

He thanked members and officers for their contributions to the work of the Council throughout the year.

Addendum to Minutes

Subsequent to this meeting the date of the Council meeting was changed to Wednesday 3 October 2018. Mrs Ann Evans will attend the Council meeting scheduled for 12 December 2018 and Mr Tommy O'Reilly will address the Council at the Development Day on 24 October 2018.

