

CCEA

COUNCIL

Minutes of the one hundred and thirty-second meeting of Council held on Wednesday 20 March 2019 at 10.20 am in Room 115, 1st Floor, CCEA, 20 Clarendon Road, Belfast.

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

Mr J Edwards (Chief Executive)
Miss M Farragher (Director of Education)
Mrs L Scott (Director of Finance & Corporate Services)
Mr J Daly (Financial Services Manager)
Ms L McMahon (Regulation Manager) – For Item 8 only

Miss N Kennedy (Manager, Council Secretariat)

1 Apologies

An apology was received from Mr Brian Wilson.

2 Declaration of Interests

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

3 Chair's Business

Chair's Report to Council

The Chair gave an overview of the range of activities undertaken since the last Council meeting. This included :

- Attendance at a number of events including Celebrate With CCEA, True Colours Exhibition, Principals Conference, Lord Sir Jim Knight Visit, Languages Symposium (all hosted by CCEA). He also attended the Launch of the Code of Good Practice and Workshop, organised by the Chair and Chief Executive's Forum.

He wished to place on record his thanks to the organisers of the CCEA events, and was pleased to confirm that the Permanent Secretary of the Department of Education (DE) had presented the awards at the Celebrate with CCEA event at the Titanic Centre in December 2018.

He thanked Dr Ana Kerr for her role in the Languages Symposium and the officers for their input into the event.

- A number of meetings with the senior team in regards to Estates, Regulation, pay remits and HR issues.
- A series of meetings with senior officials from the Department of Education (DE) and the Department for the Economy (DfE).

The Chair said he was content with the progress made in regards to discussions with the DfE in the area of Vocational Qualifications.

He advised that in discussions with the Permanent Secretary (DE), an assurance was provided that there were no plans for DE to provide the internal audit service to CCEA in the near future. He confirmed that the matter was being considered by senior officials (in the Civil Service), for the service to be provided to all Arms-Length Bodies across all government departments. However, the appropriate notifications would be issued by DE should this come into effect.

- Met with the Chair and Chief Executive of the State Examinations Commission in Dublin and has invited the Chair to a future Council meeting later in the year.
- Council Development Day was held on 7 March 2019 – the Chair thanked members and officers for their contributions during the day.

Mrs O'Hare joined the meeting at this point.

- Appeals training was held in January in preparation for a Stage 2 Appeal Hearing. The hearing was conducted in line with CCEA's procedures.

The Chair commended the training to all Council members and urged them to avail of this when the opportunity arose.

Meetings with the Chief Executive : The Chair confirmed that regular 1-1 meetings with the Chief Executive continued (on a fortnightly basis) to monitor effectiveness and seek assurances on the operations of the organisation. Updates were also provided by the Chief Executive on matters not included on the 1-1 agendas as appropriate.

This concluded the Chair's report to Council.

General

A Council member sought confirmation that CCEA had communicated with the schools of the children involved in the tragedy over the St Patrick's Day weekend. The Chief Executive confirmed that the Education Directorate were working directly with the schools involved and that the appropriate procedures were in place to deal with such matters.

Chief Executive's Report to Council

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

Curriculum & Assessment

- The provision of a range of curriculum resources for Active Citizenship and the launch of a range of materials dealing with anti-social behaviour in association with Cinemagic and the Department of Justice.
- The Curriculum Monitoring programme continues with substantial questionnaire responses from across the sectors received to date.

- Languages Symposium took place on 12 March, and was well received. He thanked Council members for their support and attendance, and Dr Kerr for opening the event.
- The development of on-line diagnostic assessment tools for Numeracy and Literacy at Key Stage 3 continues with the completion of Numeracy pilot assessments by 6,666 pupils in 73 schools. A small scale Literacy pilot is also currently underway.

Examinations

- An action plan has been implemented to manage the withdrawal of the 10 RQF qualifications.
- The action plan following the Internal and External English Literature Reviews is almost concluded.
- Webinars for revised GCE's will take place from mid-March to Mid-April. (This will be a more efficient method of working and providing support)
- 430 submissions were made to the Portfolio Clinic Service which will support centres in the application of assessment criteria for internally assessed components.
- The January examinations series was completed successfully with no significant concerns reported.
- Work continues to support the new GCSE grading from an Awarding Organisation perspective. Engagement with stakeholders continues to raise awareness in advance of the new grading changes coming into effect from August 2019.
- A timetabling group comprising of school principals from a cross-section of schools met to consult on examination timetabling.

Regulation

- The revised CCEA GCSE qualifications will be awarded for the first time in Summer 2019. Work will continue on the implementation of the communications plan agreed by Council.
- The Head of Regulation has had a series of meetings with CCEA Awarding Organisation, and regulatory colleagues in England (OfQual) and Wales (Qualifications Wales), in preparation for GCSE and A Level awarding in summer 2019.
- A watching brief continues on the development of T-Levels in England, with regular updates provided to both the Department of Education (DE) and the Department for the Economy (DfE).
- CCEA Regulation has contacted the Chief Executives of the 5 awarding organisations operating in Northern Ireland to request assurances on contingency plans for BREXIT in order to secure smooth delivery of examinations. All responses have been received.

The Chief Executive advised that the Chief Executive of WJEC had resigned and would leave the organisation in May 2019. He confirmed he would continue to seek clarification on the new management arrangements, as WJEC qualifications are provided in Northern Ireland.

Corporate

- Successfully retained Silver in the recent Investors in People (IIP) re-accreditation.
- ISO Re-accreditation for 2018/19 in ISO 9001 (Quality); ISO 14001 (Environmental); and OHS18001 (Health and Safety).

- The Voluntary Exit Scheme has concluded with 7 members of staff exiting the organisation between 31 March and 30 September 2019.

This concluded the Chief Executive's report to Council.

FOI Requests

Members noted the most recent FOI requests.

4 Minutes of the previous meeting held on 12 December 2018

The minutes of the previous meeting held on 12 December 2018, were proposed by Mr Robert Thompson, and seconded by Mrs Kathleen O'Hare as a true and accurate record. A copy was available for the Chair to sign.

Action Points

Members noted the status of the action points and were updated on the following :

- Colleagues from Quals Wales and SQA would be invited to attend a future Council Development session.
- *Item 3 : CE Report to Council : Timetabling of November series* : The Director of Education confirmed that the meeting with the Principals focused on the summer series, however the group would meet again in the Autumn. She confirmed that progress was being made, however, not without challenges, with further changes requiring a longer lead in time. The issue would be brought to the Education Committee later in the 2019/20 year for further discussion.

A Council member asked if it would be possible for Council to receive a report on the full range of assessments currently being undertaken by candidates and what the impact is over 2 years of assessment.

The DoE advised that this would be progressed following the outcomes of the summer series.

A Council member sought clarification on whether it would be possible to conduct research on subject comparability. The Chair said that the request could be considered in future, however, there was no funding or capacity to progress this at this time.

The DoE advised that a discussion had taken place on the sequencing of subjects and patterns of resits for AS and that further information had been requested to look at this in more detail. She suggested that this be put on the agenda for a future Education Committee meeting.

5 Correspondence

Chair's Correspondence

The Chair drew attention to correspondence in regards to CCEA's representation on DE's Transformation Programme, and Council appointments.

Chief Executive's Correspondence

Members noted the following correspondence :

- Budget Realignment
- CCEA : 2018/19 Business Plan Third Quarter Monitoring
- 2018 Mid-Year Governance Statement

- CCEA Revised Financial Plan 2018/19
- CCEA Curriculum Monitoring Project : Invitation to attend Qualifications Subject Advisory Panels, and subsequent response from N Buick, Chief Inspector (ETI)
- CCEA : 2019/20 Business Plan
- CCEA : 2018/19 Business Plan – Third Quarter Evaluation

The Chief Executive drew attention to the correspondence in regards to the 2018/19 Business Plan : third quarter evaluation, Annex A, point 2.2b, in particular DE's assessment of the status descriptor as 'Not likely to be achieved'. He confirmed that this had been explained at the GAR meeting (12 February), and accepted that this was due to a change in interpretation. The Chief Executive advised that he had communicated his concerns, however stated he would observe the direction provided by DE on the matter.

6 Governance and Accountability

Report on the Governance and Accountability Review (GAR) Meeting held on 12 February 2019

The Chair confirmed that the minutes of the GAR meeting were not yet available. He drew attention to the agenda and gave an overview of the main items discussed. These included :

- Financial Management;
- Corporate Governance/Business Performance : to include : Business Plan 2018/19 – 3rd quarter review; Business Plan 2019/20 and Risk Management;
- Other Accountability or Governance Issues
- First Day Planning for BREXIT.

The Chair confirmed that the meeting had been conducted in a constructive manner with all issues being discussed in detail.

The minutes would be circulated once available.

Notification of next GAR Meeting

Members noted that the next Governance and Accountability Review meeting was scheduled for Tuesday 11 June 2019.

7 Finance

For Information

Finance Committee Report : Meeting held on 13 March 2019

The Chair of the Committee advised that the minutes had not yet been finalised and would be circulated to members once available. She confirmed the committee had fulfilled its scrutiny and challenge function on all agenda items.

She reported on the following :

- *Finance Report as at 31 January 2019* : members noted an underspend of £143K (0.9%) at this time, and were content with the actions to manage the budget through to year-end. An assurance was provided that CCEA was working towards the 1% target.

- *Statement of Financial Position as at 31 January 2019* : members noted a stable position at this time. Pension liability would be reviewed at year-end.
- *Budget 2019/20* : (On agenda for this meeting). Members discussed the main pressures and risks outlined together with the challenges for the organisation.
- *Pay Remit Update* : members noted that the majority of uplifts and incremental increases had been paid, however a number of pay remits were in the final stages of review by the Department of Education (DE).
- *Corporate Plan Monitoring : Quarter 3* : members were content with the information provided.
- *Mitigating 2019/20 and Future Years Pressures* : members discussed the information received on a potential funding gap over the next 3 years (2019-2022), together with a range of mitigations (particularly within the Education Directorate) to address the ongoing cost increases (including a possible increase in fees).
- *Procurement and Business Case Update* : 1 scheduled procurement with EA CoPE and 3 live with CPD. CCEA will also be involved in 2 collaborative opportunities.

Two business cases are currently under review with DE and will require Finance Committee approval.

Human Resources : members received updates on Sickness Absence for Quarter 3, progress on the implementation of the Performance Review System and on the action plan arising from the Staff Survey.

It was also confirmed that a further staff survey would not be conducted before 31 March 2019 (due to the IIP survey carried out in December 2018/January 2019).

- *Strategies and Policies* : The Estates Strategy continues as a standing item on the agenda until a suitable facilities is found for CCEA post-2021. Members expressed concern at the slow progress, however representations would continue to be made to DE and the Strategic Investment Board (SIB).

The Draft Policy for Qualifications Provision was considered and approved by the Finance Committee.

This concluded the report of the Finance Committee to Council

For Information

Finance Report as at 31 January 2019

C/132/1

Members were content that the Finance Committee had considered the report in detail and applied the appropriate level of scrutiny to the information provided.

Statement of Financial Position as at 31 January 2019

C/132/2

Members noted the information provided.

2019/20 Budget

C/132/3

For Approval

The Director of Finance and Corporate Services (DF&CS) drew attention to the detail of paper C/132/3, in particular Appendix 2 : Correspondence from DE confirming CCEA's Budget Allocation for 2019/20 of £19.506M. An additional £161K has been allocated to mitigate the increase in public sector pension costs in respect of teacher's pension; and £330K for depreciation.

A projected income target of £10M has also been set, which is in line with internal income projections for 2019/20.

She provided a summary of the main pressures detailed on page 3 of the paper and updated members on the budget movements identified since December 2018 (Appendix 1).

Members discussed the information in detail. A Council member raised the need for an update of staffing structures due to the impact of VES (over a 4 year period) and key staff leaving the organisation.

It was recognised that VES does create a burden on the Executive Team, however, Council require a clear understanding of the management structures across the organisation, in particular line management and middle managers.

The Chair suggested that the Executive Team review the remaining management structures to ensure adequate resources are allocated.

The Chief Executive agreed that reducing the headcount, whilst maintaining expertise, was becoming more challenging, however, it had been necessary to modernise and put in place budget cuts to meet financial targets.

He agreed to review the workforce plan and present this to Council on an annual basis, for information. The Management Structure would also be updated and made available on the website.

The Chair asked for the structures to be kept under review to ensure any issues in regards to workloads are considered, and for all managers to ensure the structures meet the business need in terms of capacity and expertise in all areas.

A Council member expressed concern at the budget cut in the area of modernisation. The Chief Executive shared the member's concern, and advised that modernisation will continue with resource limits. The use of webinars and other online services will provide more efficient services and generate a degree of savings.

Members sought and received an assurance that resources would be used as efficiently as possible in order to fulfil CCEA's core responsibilities.

The draft budget was formally proposed by Ms Rosemary Cowan and seconded by Dr Les Caul, with the caveat that the Chief Executive undertake a review of staffing structures/workforce plan.

Planning and Performance

For Information

Operational Plan Monitoring Report : Quarter 3

C/132/4

The DoF&CS drew attention to the information provided and reported on the third quarter of 2018/19.

A Council member suggested that the targets be reviewed with a view to decrease the number and make the information more meaningful and achievable.

The Chief Executive advised that the targets and objectives were under review. DE are currently considering this year's return and pending feedback it may be possible to reduce the number of targets moving forwards.

Members noted the information provided.

Ms Cowan left the meeting at this point.

8 Regulation

For Information

Regulatory Advisory Committee Report : Meeting held on 13 February 2019

The Chair of Council provided a report of the meeting. He advised that the minutes had not yet been finalised and would be issued once available.

He reported on the following:

- *Planning for Awarding of GCSE and A/AS Level Qualifications : Summer 2019* : members received an update on the work completed with Qualifications Wales on the use of data from common centres and an overview of the key messages from the GCSE Communications Plan in preparation for the first award of the new grade GCSE qualifications this year.
- *Vocational Qualifications (VQ) Developments*: members received a detailed presentation on the main areas of VQ development and reforms in England, Wales, Scotland and the Republic of Ireland. The impact of these reforms on Northern Ireland was considered together with challenges and risks.
- *BREXIT : Regulatory Contingency Planning* : (on the agenda for this meeting). Members were advised that the CE had formed a Management Group to consider all issues in the event of a no-deal scenario. CCEA as Regulatory has sought and received assurances from other major awarding bodies within interests in Northern Ireland that they are planning mitigations and contingencies in the event of a no-deal scenario.
- *Teachers as Examiners* : members noted the draft guidance on ensuring safeguarding of confidential assessment where teachers are involved in its development had been produced and shared with Awarding bodies. The guidance will be customised to ensure it can operate successfully in Northern Ireland.
- *3-Country Revision to General Conditions of Recognition (GCOR)* : members noted that the GCoR had been revised to ensure accessibility to the full range of audiences and complete understanding of the requirements when adhering to the conditions. A consultation would take place and the revised document presented to the Committee and subsequently Council for approval.
- *Draft Report on Statement of Compliance* : members noted the draft report.

This concluded the report of the Regulatory Advisory Committee to Council.

The Chair welcomed Lisa McMahon, Regulation Manager to the meeting.

For Consideration/Approval

Draft Recommendations : Governance Arrangements for Regulation

C/132/5

The Chair reminded members that at the previous meeting of Council (12 December 2018), it was agreed to set up a sub-group to consider and develop proposals for governance arrangements for Regulation. He advised that the sub-group had met on 2 occasions.

Dr Morton (sub-group member) drew attention to Recommendations 6 and 8 and stated these were the more critical aspects for consideration.

Dr Caul and Mrs Harpur (sub-group members) commended the way in which the group discussed the key areas requiring Council involvement, in particular, the need to separate the Regulatory role from the developmental work.

In the absence of Ms Cowan, Chair of the sub-group, and at the request of sub-group members, the Chief Executive presented the draft recommendations to Council.

The Chief Executive wished to place on record his thanks to the members of the sub-group for the robust discussions and provided a detailed overview of the draft recommendations in paper C/132/5, in particular :

- Council to have more accountability in Regulatory matters and to receive appropriate induction and training to enable them to carry out this role efficiently and effectively.
- The role of the Head of Regulation in regards to equal involvement at Council meetings as per the Directors of Education and Finance & Corporate Services.
- To replace the Regulatory Advisory Committee with a Standing Committee of Council members, and continue to seek expertise from independent professionals as appropriate.
- To ensure the Regulator has a separate identity, and the Chief Executive maintain accountability to Council on all Regulatory matters.

The Chair reminded members of the reasons why the Regulatory Advisory Committee was set up, in particular :

- To ensure transparency and strengthen governance.
- To promote confidence that Regulation was being managed robustly and challenged independently by business and industry practitioners, as well as regulatory colleagues from Republic of Ireland, Wales and Scotland.
- To provide independence of CCEA's Regulatory Role for the Department for the Economy and Department of Education.

Following a wide ranging discussion, members concluded that more time was required to consider the recommendations, in particular numbers 6 and 8), and asked that the item be deferred to the June meeting of Council. It was suggested that an additional meeting of the sub-group be convened to consider additional information and the recommendations.

The Chief Executive sought and received confirmation that members were content with the majority of the recommendations, apart from 6 and 8.

The Chair asked that the information in regards to the setting up of the Committee, including Terms of Reference be provided to the sub-group. A Council member asked that the Director of Education and Head of Regulation to present their views on the matter. This was agreed.

A diagram outlining the current governance arrangements in regards to Regulation was also to be provided.

The Chair asked for this matter to be brought back to the Council meeting in June, and agreed that the Director of Education be invited on the proviso that her input was not related to Awarding Organisation business. The Chief Executive confirmed that this would be the case.

For Approval

National Reference Tests

C/132/6

The Chief Executive introduced this item. He advised that Ofqual has stated its intention to publish the NRT outcomes on the day of the GCSE Issue of Results (August 2019) and drew attention to the correspondence from JCQ (Appendix 2) expressing its reservations about this course of actions.

He expressed his concerns in this regard, and drew members attention to the Recommendation outlined on page 2 of paper C/132/6.

Members considered and formally agreed the recommendation for the Chief Executive to communicate with Ofqual asking them to consider moving the release date in light of CCEA's concerns. This was proposed by Dr Neill Morton and seconded by Dr Ana Kerr.

9 Audit

Audit and Risk Assurance Committee (ARAC) Report : Meeting 16 January 2019

The Chair of the Committee drew attention to the minutes provided, and reported on the following:

Confidential Business

The Committee gave approval to proceed with 2 grievances submitted to the Chair of the ARAC. Two panels, consisting of ARAC members and supported by CCEA HR were set up to hear the grievances.

The Chair confirmed that one grievance was complete and had not been upheld, whilst the second grievance was still in progress. The outcome would be reported to the next meeting of ARAC.

Grievance/Disciplinary Procedures

The Chair advised that the main issue arising out of this process was the need for CCEA's Grievance procedure and processes to be reviewed to ensure they are compliant with current legislation.

He also suggested that a separate Disciplinary procedure be drafted for Senior Executives to ensure sufficient guidance is available. He confirmed that the Chief Executive agreed to provide an annual workforce planning structure and asked that, from a governance perspective, this be agreed and adopted.

He advised that these were significant matters and that procedures in this area should be regularly updated, (and advice sought from other ALBs – if required) to ensure compliance with current legislation.

The Chair asked that the procedures for Grievance and Disciplinary be reviewed as a matter of urgency by the Director of Finance & Corporate Services (DoF&CS) and that they be brought forward as part of business planning for 2019/20.

The DoF&CS advised that historical procedures were being reviewed over a 3-year programme. A Council member suggested that advice be taken from an HR specialist to ensure robust procedures are developed and once agreed, should be updated regularly.

An assurance was sought that all policies were in place and that sufficient procedures exist for staff to refer to across the organisation. It was confirmed that comprehensive ISO procedures were in place and have been re-accredited, however there are policies which require review.

Main Business

- *Risk Assurance in Awards and Purchases September – December 2018* : members noted three unauthorised purchases during this reporting period, and were content with the actions put in place to improve performance.

DE correspondence was received in regards to CCEA's Direct Award Contracts. The DoF&CS undertook to remind staff of the protocols of engaging with suppliers and DACs should only be sought in exceptional circumstances.

- *Production of 2018/19 Annual Report & Accounts (ARA)* : members noted the associated timelines for the production of the ARA.

- *National Fraud Initiative Update 2018/19* : members noted CCEA's mandatory participation. No issues of concern have arisen and the exercise on target for completion within the set deadline.
- *Corporate Risk Register : December 2018* : members noted the introduction of the risks around BREXIT and were content with the information provided.
- *Post-Project Evaluation Update* : members received an update on PPEs since the last meeting and were content with the improvements made to processes.
- *GDPR Update* : members noted the range of activity undertaken since the last meeting. Training would be provided to Council members by 31 May 2019.
- *BREXIT Day One and Contingency Planning* : The Chief Executive has formed a management group to look at the full range of issues should there be a no-deal scenario. A risk register was being developed to plan mitigation around risks as they arise. A dedicated session also took place at the Council Development Day on 7 March – this provided very informative.
- *Internal Audit Activity* : members noted the quarterly update report. Two internal audit reviews were considered : Information Governance and Data Protection; and Qualifications Development and Accreditation. Both received satisfactory ratings.
- *NIAO Update* : the NIAO representative advised that a new Audit provider had been appointed and would present the audit plan at the next meeting on 15 April 2019.

This concluded the report for the Audit & Risk Assurance Committee to Council.

For Information

BREXIT Contingency Planning

C/132/7

The Chief Executive introduced this item and confirmed that there would be a substantial rise in Corporate Risk once the UK exited the European Union. He advised that DE has requested the Executive to consider and calculate risks associated with CCEA for a no-deal scenario.

He confirmed that he had formed a Management Group to look at all the issues on what would currently be deal/no deal scenarios and stated that the challenge was attempting to assess the impact on CCEA on areas which were unknown at present.

He confirmed that a Risk Register was being developed through consultation with managers to capture and plan mitigations around the risks.

Members noted that access had not yet been granted to any BREXIT contingency funds, however should the need arise, the Chief Executive would seek release of funding at the earliest opportunity to allow CCEA to enact plans in order to fulfil statutory obligations and meet business need.

He advised that a new development was in regards to Regulatory arrangements and the way in which we assess the provision of the General Conditions of Recognition (GCoR). As an Awarding Organisation CCEA will require a registered address in the UK. This has been identified, therefore, when the need arises the GCoR will be amended and approval sought through the e-mail mechanism.

Members noted the information provided.

10 Education

Education Committee Report : Meeting 6 February 2019

The Chair of the Education Committee drew attention to the detail of the minutes provided, and reported on the following:

Qualifications

- *BREXIT Planning* : members noted that a management group had been set up to review all issues. The committee would be informed of any educational risks/issues as appropriate.
- *English Literature Review & Action Plan* : members were updated on the work completed on the recommendations since the last meeting. It was hoped the work would be closed out at the Autumn meeting.

Curriculum & Assessment

- *Supporting the Cross-Curricular Skills* : members received a detailed briefing on the significant amount of support available for the cross-curricular skills.
- *CCEA Support for Promoting Pupil Well Being and Equality; Diversity and Inclusion* : the committee requested information on how CCEA supported this particular sector. Members commended the significant amount of support and resources available. The Chair confirmed that the paper would be reviewed and amended with a view to sharing with a wider audience to raise awareness.
- *CCEA Support for Modern Languages* : information was provided on the support available for Modern Languages. The Chair wished to place on record his congratulations to all involved in the Languages Symposium held on 12 March.

Dr Ana Kerr, who provided the introduction, commended the event and welcomed the high level of debate. She was pleased with the level of participation from the primary sector, and looked forward to the next stage of development.

Examinations

- *Budget 2019/20 : Challenges and Opportunities* : members considered information on proposed efficiencies and change initiatives within examinations.

He advised that, members recognised the significant financial constraints and, in the event of a significant decrease to the budget allocation, the committee asked to be made aware of any impact on educational projects and services to centres.

Members also received a demonstration on the resources which won the UK Learning Technologies Awards for Best Learning Game, and Excellence in the Design of Learning Content. The Chair wished to commend the officers for the excellent quality of the papers produced for discussion at the meeting.

This concluded the Education Committee report to Council.

For Retrospective Approval

RQF Classroom Assistants Level 3 : Retrospective Approval to Withdraw

C/132/8

The Chair confirmed that this information had been circulated to Council at the beginning of February 2019 for consideration and subsequent approval via the approval e-mail mechanism.

Council unanimously granted approval to withdraw.

For formal recording purposes, at this meeting, the proposal to withdraw the qualification was proposed by Dr Neill Morton and seconded by Mrs Christine Harpur.

11 Any Other Business

None identified by the Secretariat.

12 Dates of Future Meetings

The following dates were confirmed :

- **Council Development Day : Thursday 30 May 2019 9.30 – 3.30 pm**
- **Council Meeting : Wednesday 19 June 2019 at 10 am.**

The Chair confirmed that Mr Noel Lavery, Permanent Secretary, Department for the Economy, would be present at the Council meeting at the end of formal business on 19 June, and join members for lunch thereafter.

He thanked members and officers for their contributions to all of the agenda items during the course of the meeting.

CHAIR

DATE