

# Minutes

**MEETING:** Agency Board (Extraordinary Meeting)

**DATE:** Wednesday 25 July 2012

**TIME:** 2.30 pm

**VENUE:** Boardroom , Beechill House, NIMDTA

## **Present**

### **Members**

Mr A Joynes (Chairman)  
Mr D Morrice  
Mrs J Eve  
Dr RJ Atkinson  
Mr L Wilson

### **Officers**

Ms M Roberts (Administrative Director)  
Mr T Hutchinson (Finance Manager)  
Mr M McCarey (Corporate Governance Manager)

### **In Attendance**

Mrs P Dardis (PA – Corporate Services)

## **1 APOLOGIES**

Dr J Marley

## **2 FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012 ( Paper B12/34)**

Members received and discussed the Financial Statements, which had been considered prior to the meeting by the Audit Sub-Committee which had met that afternoon.

Members discussed the Agency's performance against the faster closing deadlines and compliance with breakeven targets, both of which would be highlighted by the Northern Ireland Audit Office in their Report to those Charged with Governance.

Mr Deane Morrice, Chairman of the Audit Sub-Committee confirmed Finance

that the members were content to recommend the statements to the Board for approval, subject to a minor amendment to page 12 within the Statement of Internal Control.

Manager

The Board approved the statements for sign off subject to the revision.

Chair/Acting  
Chief Executive

### **3 DRAFT ANNUAL REPORT 2011/12 (Paper B12/35)**

The Board received and discussed the content of the Annual Report which had been considered prior to the meeting by the Audit Sub-Committee.

The Board accepted and approved the Annual Report subject to a minor amendment, recommended by the Auditors, to the wording of the last paragraph on page 44 beginning of page 45.

### **4 ANY OTHER BUSINESS**

#### Non Executive Membership of the Agency Board

Members discussed the possible future problem associated with sustaining a quorate for the necessary Board and sub committee meetings, with the departure of Dr Marley from the Non Executive Board membership and the imminent retirement of Mrs Eve, who was due to complete her term of office in mid August.

After consideration, with the agreement of Mrs Eve, it was agreed that the Chairman should approach the Head of the Public Appointments Unit to request an extension to Mrs Eve's term of office.

Chairman

### **5 DATE OF NEXT MEETING**

- Thursday 27 September 2012 @ 2.00 pm, Boardroom

### **6 FUTURE DATES**

- Thursday 29 November 2012, Boardroom
- Thursday 28 February 2013 – Boardroom
- Thursday 25 April 2013 – Boardroom
- Thursday 20 June 2013 – Boardroom ] provisional
- Thursday 27 June 2013 – Boardroom ] dates
- Thursday 26 September 2013 - Boardroom
- Thursday 28 November 2013 - Boardroom

*All formal meetings will commence at 2.00 pm with a Pre-Lunch Meeting of Non-Executive Board Members at 1.00 pm.*

