

## **IFRP MEETING**

### **Room 241 Parliament Buildings**

**10:00 am, WEDNESDAY 9 DECEMBER 2015**

**Present: Pat McCartan (Chair), Etta Campbell, Alan McQuillan**

**In attendance: Simon Burrowes (Secretary), Jonathan McMillen (Legal Services)**

1. No conflicts or declarations of interest were identified.
  
2. Jonathan McMillen briefed the Panel on the second draft Determination from the draftsman. He then asked the Panel to clarify and/or confirm its intentions in relation to a number of issues covered by the draft. The Panel worked through the draft and instructed Jonathan accordingly. Jonathan will revert to the draftsman with an updated set, of instructions and provide the Panel with an updated and final draft of the Determination.  
**[ACTION: Jonathan McMillen]**
  
3. Simon Burrowes presented the Panel with a proposed draft schedule of meetings that he advised would be necessary to enable the Panel to complete its work on the Determination and accompanying Report in a timely fashion. The Panel agreed the schedule subject to minor amendments. **[ACTION: Simon Burrowes to issue revised schedule to Panel]**
  
4. The Panel then discussed a draft response to a letter dated 24 November 2015 from the Clerk/Chief Executive of the Assembly. After discussion, the Panel agreed the draft.  
**[ACTION: Simon Burrowes to arrange for agreed response to be delivered that day.]**
  
5. The Panel requested that the Secretary undertake a variety of administrative tasks.  
**[ACTION: Simon Burrowes]**
  
6. The next meeting will be held following the scheduled formal Liaison Group meeting with the Clerk/Chief Executive on Monday 14 December 2015.
  
7. No further business.