

**MINUTES OF THE MEETING OF THE INDEPENDENT FINANCIAL REVIEW PANEL**

**WEDNESDAY 2 MARCH 2016**

**ROOM 241, PARLIAMENT BUILDINGS**

**Present:** Mr Pat McCartan (Chairperson)  
Dr Henrietta Campbell  
Mr Alan McQuillan

**In attendance:** Mrs Shauna Mageean  
Mr Simon Burrowes

**1. Apologies**

None

**2. Declaration of interests**

Mr McQuillan declared an interest in respect of agenda item 6 and the Panel agreed that Mr McQuillan would abstain from any discussion and/or decisions in respect of this agenda item.

**3. Minutes of previous meetings**

The minutes of the meeting of 24 February were agreed without amendment.

**4. Matters arising**

Simon reported that the Secretariat Audit and Risk Committee (SARC) had suggested meeting after SARC's next meeting, which is due to be held on 22 March 2016. The Panel noted this and asked Simon to make the necessary arrangements. **(ACTION: Simon)**

**5. Update on Determination 2016**

The Panel considered a number of queries and issues for clarification in respect of the provisions to be included in the 2016 Determination. The Panel agreed to seek further information from Legal Services and Assembly Finance office **(ACTION: Simon)**

**6. Media handling**

Mr McQuillan abstained from this agenda item. The Panel considered three quotations in respect of media handling services for publication of the 2016 Determination and any other work associated with the Panel during the remainder

of its time in office. The Panel agreed the preferred provider and asked Simon to make the necessary arrangements **(ACTION: Simon)**

**7. Pension arrangements for MLA staff**

The Panel noted that it will meet Mercer on 3 March 2016 to discuss pension arrangements for MLA staff.

**8. Correspondence**

The Panel considered correspondence from the Clerk/Chief Executive of the Assembly dated 29 February 2016 regarding a response provided by the Assembly Commission to an Assembly Written Question. The Panel drafted possible responses and asked that they be prepared for further consideration following its meeting with Mercer the next day. **(ACTION: Shauna)**

*Dr Campbell left the meeting*

**9. Report and handling**

The Panel discussed the content and distribution of the report

**10. Forward work programme**

The Panel agreed its potential schedule of meetings.

**11. Dates of Next Meetings**

The Panel will meet with Mercer on 3 March 2016 to discuss the Auto Enrolment pension scheme for Members' staff and on 7 March 2016 to discuss the draft Determination.