



NORTHERN
IRELAND
HUMAN
RIGHTS
COMMISSION

MINUTES OF A SPECIAL COMMISSION MEETING

**HELD ON MONDAY 18 JUNE 2007 AT 10am
AT THE NORTHERN IRELAND HUMAN RIGHTS COMMISSION,
TEMPLE COURT, 39 NORTH ST, BELFAST, BT1 1NA**

Present: Monica McWilliams, Chief Commissioner
Jonathan Bell
Tom Duncan
Christine Eames
Ann Hope
Kevin McLaughlin
Eamonn O'Neill
Geraldine Rice

Apologies: Colin Harvey
Alan Henry

In attendance: Rebecca Eaton, Administrative Officer (Commissioners)
Don Leeson, Head of Corporate Services
Ciarán Ó Maoláin, Head of Legal Services, Policy
and Research
Peter O'Neill, Head of Information, Education and
Development

A special Commission meeting was convened to approve the Annual Report and Accounts for 2006–07 and a pay award for Commission staff.

Annual Report and Accounts for 2006–07

1. Commissioners noted that the Commission intended publishing its Annual Report and Accounts in the autumn, rather than at the end of the year as had been the previous practice. This meant a truncated timetable for producing and approving the document.

2. Commissioners noted that the draft Annual Report and Accounts had been updated in light of comments made by Audit and Risk Management Committee members when they reviewed the document on 4 June 2007.
3. The Head of Corporate Services briefed Commissioners on the handling of casework commitments in the accounts.
4. Commissioners discussed the draft Annual Report and Accounts for 2006–07, which was approved in principle, subject to some minor textual changes. Commissioners were asked to provide any further suggested changes to the Head of Information, Education and Development by 22 June 2007.
5. The Annual Report and Accounts will be submitted to the Comptroller and Auditor General before the end of June and then audited by the National Audit Office at the end of July. The Annual Report and Accounts will then be laid before Parliament when it returns from summer recess and published in October 2007.
6. Commissioners expressed their appreciation to everyone involved in producing the Annual Report and Accounts, particularly the Administrative Officer (Finance) for her work in preparing accounts against a tight timetable.

Pay award for Commission staff

7. Commissioners approved the pay award to Commission staff. In line with the Commission's revised pay policy, which was agreed in February 2007, the award is based on the NIO pay settlement and is for the three year period 2006–09.
8. Commissioners noted the business case for the pay award, which uses a template set down by the Treasury. The business case will be submitted to the NIO for approval.

The meeting closed at 11am.

Approved: _____

Date: 16 July 2007