

MINUTES OF THE ONE HUNDREDTH AND SECOND MEETING OF THE MANAGEMENT COMMITTEE OF THE ARMAGH OBSERVATORY AND PLANETARIUM HELD ON 9 JUNE 2017 AT 11.00 A.M. IN THE CASSINI ROOM

Present: Archbishop Clarke (Chair), Professor A. Hibbert (Deputy Chair), Dr M. McKay, Mr S. Brown, Professor L.Harra, Mr B.Hannam, Professor T.Ray, Mr P. McGurgan, Professor M. Mathioudakis.

Apologies: Canon Hilliard, Professor R. Oudmaijer, Mrs P. Wilson, Professor M. Merrifield

In attendance: Professor M. Burton (AOP Director), Mrs C. Corvan (AOP Head of Corporate Services), Professor G. Doyle (Temporary Head of Observatory), Mrs A. Cosgrove (DfC Observer), Mrs D. Neill (AOP Operations Manager), Mrs T. Hogg (Organisational Change Joint Project Manager) item 8

1. APOLOGIES

Apologies were recorded as above.

2. DECLARATIONS OF INTEREST

The Chair reminded members and officers of the need to declare any actual, potential or perceived conflict of interest associated with any item on the Agenda either now or at the relevant stage during the meeting. No conflicts of interest were declared.

3. MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 29 MARCH 2017

The minutes of the meeting of 29 March 2017 were reviewed, approved as a true and accurate record of the meeting and signed by the Chair.

4. MATTERS ARISING

Referring to the Action 29/03/17-01, Professor Hibbert reported that the Board Evaluation Questionnaire would be circulated to members and they should complete and return this to him.

5. CHAIR'S BUSINESS

The Chair informed the Committee that this was Professor Hibbert's last Management Committee meeting, although he will remain on the Board of Governors. On behalf of the Management Committee and the organisation, the Chair expressed a deep appreciation for Professor's Hibbert's dedication and time over the last 12 years. The Chair also expressed his sadness that Professor Hibbert was leaving and thanked him for the support he had provided to him during his appointment.

6 UPDATE FROM THE AUDIT AND RISK ASSURANCE COMMITTEE (ARAC)

6.1 Mr Hannam reported to the Committee that in light of the resignation of Professor Hibbert, the ARAC required an additional member preferably with recent relevant financial experience. **ACTION 09/06/2017-01: A new Member to be appointed to the ARAC.**

- 6.2 In relation to the ARAC Annual Report, Mr Hannam advised that the self-assessment had now been completed and this had not raised any significant issues.
- 6.3 Mr Hannam briefed the Committee on the status of final Internal Audit reports for 2016/17. Former Internal Auditors had provided their 2016/17 audit report in draft which did not include consideration of the management response which challenged some of their findings. This resulted in an Annual Report which provided only limited assurance. It was agreed AOP's Senior Management Team would provide a plan to the Department and the ARAC by the end of June to address the outstanding internal audit recommendations. Mr Hannam informed the Committee that Grant Thornton had been appointed to provide AOP's internal audit service and would meet with AOP on 12th June.
- 6.4 Mrs Cosgrove confirmed that the Department was concerned about the limited assurance but was content that an Action Plan would be in place by the end of June 2017.
- 6.4 Mr Hannam briefed the Committee that the Annual Report and Accounts for 2014/15 would not be qualified, although a report would be attached in relation to irregular activities. The Annual Report and Accounts for 2015/16 would be qualified as a result of irregular spend. Mr Hannam informed the Committee that Dr Mason had provided exculpatory explanations to the NIAO although he had previously declined to engage with the GFIS. The report will be updated to reflect these responses though no weight can be afforded to them as the GFIS investigation is now concluded. AOP will have the opportunity to respond to the amended report. Consideration will be given to whether the Annual Report and Accounts for 2016/17 should be qualified due to irregular expenditure from the previous year, but work had not yet commenced on this report.
- 6.5 Mr Hannam advised that the ARAC had reviewed the Risk Register and was content that it was an accurate reflection of AOP. The Committee approved the Risk Register.

7.0 REPORT FROM PROFESSOR BURTON

- 7.1 Under items for discussion, Professor Burton reported to the Committee that he had written to the Permanent Secretary advising that AOP was unable to operate without spending at risk. The Archbishop had written to the Deputy Permanent Secretary in relation to resources to complete the agreed change management process. The Deputy Permanent Secretary had responded advising that the 4% budget reduction would not now be applied to AOP and this was welcomed by the Senior Management Team (SMT). Prior to this letter a Savings Delivery Plan had been drawn up by the SMT and this was circulated to members for review and discussion.
- 7.2 Professor Burton explained that overall there was a budget pressure of 32% and this figure took into account the organizational change project, the moving forward position and other pressures. Professor Burton informed the Committee that the organization was spending at risk and Mrs Corvan advised AOP was keeping an account of this. The Archbishop assured the Committee that the Department was aware of this and was being kept up-to-date. Professor Burton stated that the immediate pressure on the Planetarium and ICT was alleviated with the removal of the 4% cut. As a result of this, AOP would review and revise the savings delivery accordingly. **ACTION 09/06/2017-02: Savings Delivery Plan to be reviewed and revised.** Mr Brown queried if a revenue generation plan should be put in place alongside the Savings Delivery Plan. It was agreed that increased revenue could assist the position but that current staffing issues made it difficult to progress.

- 7.3 Professor Burton briefed the Committee on the purpose of the meeting with the Deputy Permanent Secretary on Wednesday 14th June 2017.
- 7.4 A presentation was circulated to members for discussion which set out the current position and resourcing requirements to move forward. There was a short discussion on the presentation. Professor Burton explained that there were some immediate needs and some long term needs. There was an urgent need to complete the SMT and the integration process, bring the administration building back into use and to instigate the ICT review. Mrs Cosgrove reminded AOP that there is a Dear Accounting Officer (DAO) that requires engagement with IT shared services. Mrs Corvan provided clarity to Professor Mathioudakis and Mr Brown in relation to the treatment of research income and overheads in AOP's budget.
- 7.5 The Archbishop requested that AOP update the Management Committee following the meeting with the Deputy Permanent Secretary. **ACTION 09/06/2017-03 Report to be submitted to the Management Committee following the next meeting with the Deputy Permanent Secretary.**
- 7.6 Professor Burton updated the Committee on the current position in relation to journals.
- 7.7 Professor Burton sought approval from the Committee for his attendance at the one week training course provided by Evans & Sutherland. Currently there was no in-house expertise for the software and no staff member could program the Digistar computer. The Committee expressed concern that this was an operational matter. However, as there was no suitable alternative option, the Committee approved the attendance of Professor Burton.
- 7.8 Professor Burton drew the Committee's attention to a number of the items for information and provided an update on the interviews held the previous day for the temporary HECO and temporary Education Support Officer posts. In addition, Professor Burton was pleased to report a positive assessment from the RCUK in relation to the administration of research grants.

Mrs Hogg joined the meeting at 12.30pm

- 7.9 Professor Burton requested the approval of the Committee in relation to the extension of the internet contract with ATLAS as an interim measure while an ICT strategy for the organization is being determined. The Committee approved this.

The Chair thanked Michael for his report and welcomed Mrs Hogg to the meeting.

8. ORGANISATIONAL CHANGE PROJECT

- 8.1 Mrs Hogg summarized the objectives of the Organisational Change Project and reported on progress.
- 8.2 Mrs Hogg informed members that she had completed the consultation on the Corporate Plan and requested the setting up of small sub committee to finalise this document. Sub-committee members were agreed as: Professor Burton, Mrs Corvan, Professor Doyle, Mrs Hogg, Dr McKay, Professor Harra and Mr Brown.
- 8.3 In relation to the MSFM Mrs Corvan reported that AOP was recommending this for approval. Mrs Corvan further explained that this document set out AOP's relationship with the Department and not other bodies. Mrs Cosgrove explained that if this was approved, AOP would submit this to the Department who would then send this to the Department of Finance to review in the context of other MSFMs. Mrs Corvan advised that the financial policies and procedures were being finalized and it was proposed to implement these as soon as possible. The MSFM was approved by the Committee.

The Committee broke for lunch at 13.25 and resumed at 13.50

9.0 ANNUAL REPORT: EMPLOYMENT CONDITIONS AND REMINUERATION COMMITTEE (ECRC) FOR 2016/17

Professor Hibbert summarized the work completed over the year by the ECRC and explained that due to the requirement to decide issues quickly, communication was usually via email. The Chair thanked the ECRC for its work. Dr McKay commended Professor Hibbert on his work preparing papers for this Committee and this was seconded by Professor Ray.

10.0 AOB

10.1 The Committee noted the training and development available.

10.2 The Committee discussed the appointment of a new Chairperson and the arrangements for progressing this in accordance with CPANI rules. It was clarified by Mrs Cosgrove that this would be a joint appointment by the Board and DfC Minister. The panel was agreed as a Board of Governors member, and a representative from both DfC and CPANI. Professor Hibbert and Mrs Hogg agreed to liaise on the job description and proposals for progressing.

11.0 DATE OF THE NEXT MEETINGS

The next meetings were agreed as Friday 1st September and Tuesday 5th December

The meeting finished at 2.20pm

Signed as a true record of the meeting

+ Richard Anmagh:

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(Chair)

Dated:

Updated Actions as at 5 June 2017

Reference	Action	Owner	Progress
MC29/01/15 - 01	Dr McKay to explore within ESA if exhibits could be provided to the Planetarium	Dr McKay	<p>Ongoing</p> <p>29 March 2017: It is hoped that a temporary Head of Education & Outreach will be appointed shortly and this matter will be pursued at this time.</p> <p>20 September 2016: Dr McKay has spoken to ESA PR in HQ (Paris). ESA would like to understand the direction AOP intends to follow and what support they could provide. It has been decided to wait until the new Head of Education & Outreach is appointed before pursuing further.</p> <p>28 January 2016: Dr McKay to introduce Planetarium representative to the ESA teams to pursue potential exhibits.</p>
MC29/01/15 - 03	New Management Board to consider the areas of concern arising from the Board Evaluation Questionnaire	Chair of new Management Board	<p>Ongoing</p> <p>31 May 2017 Awaiting Strategic Plan</p> <p>16 May 2016: The Organisational Change Project Board is considering these</p> <p>28 January 2016: The Organisational Change Project Board is considering these.</p> <p>28 May 2015: No action has been taken</p>
MC29/01/15 - 05	Board Operating Framework to be updated following any new governance arrangements arising from the Review of Organisation and Management	Mrs Neill	<p>Ongoing</p> <p>31 May 2017: Propose to bring to September Meeting</p> <p>29 March 2017: New SMT to consider the Terms of Reference and make recommendations</p> <p>16 January 2017: Final revised documents to be presented to Management Committee in January 2017</p> <p>20 September 2016: The final draft governance documents were presented at the Management Committee meeting in June and subsequent amendments made. The final documents are now being presented at the October Management Committee meeting on 6th October 2016. Board Operating Framework to be devised following this.</p> <p>16 May 2016: New governance arrangements for AOP will be presented to the Management Committee at its June 2016 meeting. Board Operating Framework to be agreed after this.</p> <p>28 January 2016: The Organisational Change Project Board is considering new governance arrangements.</p> <p>28 May 2015: No action has been taken</p>

MC04/06/15 – 06	Mrs Kennedy to share the draft agreement with Mr McGurgan and also liaise with the Planetarium's solicitor	Mrs Neill	<p>Ongoing</p> <p>5 June 2017: AOP has contacted Solicitors who have advised there is no update at present</p> <p>16 January 2017 AOP requested update on progress</p> <p>15 August 2016: Amended maps have been received and approved. AOP is currently awaiting a response from the Solicitors in relation to amendments required to the lease agreement.</p> <p>24 May 2016: Atlas Communications has been contacted again and they are to follow up with their surveyor in relation to the maps.</p> <p>15 August 2016: Amended maps were received and approved by AOP. Amendments to the lease have been requested. AOP awaits response from Solicitors</p> <p>28 January 2016: Ongoing discussions with the solicitor and Atlas Communications about the production of maps to accompany the lease.</p> <p>28 October 2015: Mr McGurgan provided his comments on the draft lease and correspondence has continued with the solicitor. The current hold up is in relation to obtaining maps of the property as quoted throughout the lease.</p>
MC12/11/15 - 03	Dr Vink to continue discussions with Eircom UK with regards to exploring their proposal in more detail.	Professor Burton	<p>Ongoing</p> <p>28 September 2016: On hold pending capital development programme</p> <p>12 May 2016: Nothing to report</p> <p>21 January 2016: Nothing to report</p>
MC08/06/16-06	Access to Queen's University's journals to be investigated`	Professor Hibbert	<p>Closed</p> <p>31 May 2017: Update in Director's Report</p> <p>29 March 2017: Queen's has suggested a different approach be followed</p> <p>December 2016: Applications for visiting academics have been submitted to Queens for consideration</p> <p>29 September 2016: Professor Hibbert has investigated this and he and Professor Burton will meet with the Head of Information Services at QUB to progress this.</p>
MC 06/10/16-01	Discussion on research review to be an Agenda item at a future MC meeting	Professor Burton	
MC 06/10/16-03	MC to seek final approval and adoption of governance documents from the AOP Board of Governors including the approval of a remunerated chair	Mrs Hogg	<p>Ongoing</p> <p>31 May 2017: Draft MSFM included in June papers, discussions ongoing to finalise other documents</p> <p>Revised documents presented at Management Committee 18 January 2017</p>
MC 18/01/17-01	ARAC to review AOP Audit Action Plan and report to Management Committee	Mr Hannam	<p>Completed</p> <p>29 March 2017: Mr Hannam updated the Management Committee</p>

MC 29/03/17-01	Board Evaluation Questionnaire to be completed and circulated	Professor Hibbert	Ongoing 5 June 2017: Under consideration
MC 29/03/17-02	BiAAS Statement to be updated	Mr Heron	Completed 10 April 2017: Statement revised as noted and signed by Professor Burton and the Chair
MC 29/03/17-03	Chair to sign completed Assurance Statements	Mr Heron	Completed 10 April 2017: Statements signed and forwarded to the Department
MC 29/03/17-04	Chair of Management Committee post to be advertised	Professor Hibbert	Ongoing 31 May 2017: Discussions ongoing as to how and when to progress
MC 29/03/17-05	Written progress on the Corporate Plan to be circulated	Mrs Hogg	Completed 26 April 2017: Circulated to members by email