



**Minutes of the VSS Board Meeting No 36**  
**Tuesday, 17 January 2017, 9.30am**  
**Malone House, Belfast**

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**Board Members Present:**

|                         |                      |
|-------------------------|----------------------|
| Oliver Wilkinson (OW)   | Board Member (Chair) |
| Bertha McDougall (BMcD) | Board Member         |
| Patricia Haren (PH)     | Board Member         |
| Séamus Magee (SM)       | Board Member         |
| Stephen McIlveen (SMcI) | Board Member         |
| Beverley Clarke (BC)    | Board Member         |
| Richard Solomon (RS)    | Board Member         |

**VSS Officers in Attendance:**

|                         |                                    |
|-------------------------|------------------------------------|
| Margaret Bateson (MB)   | Accounting Officer and CEO         |
| Brendan Smith (BS)      | Head of Corporate Services         |
| Geraldine Hamilton (GS) | Head of Health and Wellbeing       |
| Maria McKeown (MMcK)    | Business Support Officer (Minutes) |

**Other Officers in Attendance:**

|                          |                      |
|--------------------------|----------------------|
| Richard Irwin (RI)       | The Executive Office |
| Patricia McIntyre (PMcI) | The Executive Office |
| Colin Moffett (CM)       | The Executive Office |

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*Richard Irwin, Patricia McIntyre and Colin Moffett joined the meeting.*

**Update: The Executive Office**

The Chair welcomed the members of the TEO and outlined the agenda.

RI thanked the VSS board for the invitation and acknowledged the good working relationship between VSS and the TEO.

The Board raised concerns over the current political situation and how that may impact future funding for VSS.

RI advised that VSS should continue with their current plans but also to review contingency plans for budget cuts and how to manage stakeholder expectations. Given the extensive work that has been undertaken to date on the co-design programme, the high impact across all programmes is well understood within the Department.

The Board discussed the service delivery models for all programmes going forward with a keen focus on outcomes and the importance of a victim centred and need led approach.

Key strategic areas for the co-design programme going forward were discussed. This included better understanding and pathways with other statutory bodies including the Department of Health, Justice and Education and outstanding legacy issues.

RI referred the Board to the NIAO paper 'good practice guide' and highlighted points to consider during the annual Board assessment later in the year.

- Board recruitment process
- Board strategic issues. (restructure how they currently operate)

RI acknowledged and thanked the board, senior management team and staff for contributing to the Co-Design and for the hard work in the roll out of the VSP and Peace IV application process.

The Chair thanked the TEO for attending.

*Richard Irwin, Patricia McIntyre and Colin Moffett left the meeting.*

## **A Apologies**

A1 None.

## **B Minutes of Previous Meetings**

B1 13 December 2016: The minutes of the previous meeting were agreed.

## **C Action Points**

The Board asked the Head of Corporate Services to provide an update in relation to the outstanding action points.

- 17.11.15: AP3: Meetings have been replaced with VSP Assessment paper and hi-light report.
- 16.2.16: AP4: This has been superseded by the development of Strategic Outcomes for Victims and Survivors which will then form basis of Monitoring and Reporting going forward.

- 25.10.2016: AP2: Review to be progressed following recruitment of ARC Accountant. VSS is ready to advertise for this post.
- MSFM 4.4.3: The Ministers have indicated that they wish to visit the VSS soon. Now on hold.

The Board noted that all other action points are complete.

## **D Conflict of Interest**

D1 The Board reviewed the Supplier List.

D2 No conflicts of interest were declared.

## **E VSP Assessment**

The Board asked the Head of Health and Wellbeing to present this paper.

GH provided an update on the timetable and milestones and outlined the following Key points:

- VSP and Peace IV closed on 4<sup>th</sup> January 2017.
- In total **86** applications were received.
- **23** applications were from new organisations who have not applied to VSS in the past.
- **3** Organisations that are in receipt of VSP funding for 2016-2017 have not applied under this call and therefore will not receive funding post March 2017.
- **10** applications were in excess of £1 million and will be economically appraised. These have been allocated to 2 managed services contracts – FPM and Cogent. They will be completed by February 2017 and will be presented to the Board Assessment Panels week beginning 13th February 2017.
- All **86** applications have been eligibility checked by the Programmes Team.
- **3** applications have been disqualified and queries have arisen with the eligibility of a further **11** applications.
- **4** Scoring Panels will meet on 16th, 18th and 23rd January 2017 and will indicatively score and make recommendations on **47** applications.
- SMT will meet on 1<sup>st</sup> February 2017 to review the recommendations from the scoring panels.
- Indicative scores and recommendations will be presented to the Board Assessment Panels on 13th, 14th and 15th February 2017.
- The VSP Small Grant applications will be scored by the Programmes Team on 26th and 30th January 2017. Indicative scores and recommendations will be considered by the SMT on 2nd February 2017. Due to the funding threshold, these do not require Board approval and therefore Letter of Offer will be issued after this meeting, subject to pre-contract check.

### **Actions and outputs for the next period**

- Revising the current Letter of Offer and updating it in line with PEACE IV terms and conditions
- Updating policies and procedures to ensure that they are in line with PEACE IV guidance

### **Decisions required from VSS Board**

In relation to section 5 of the VSP/PEACE IV Project Highlight report.

- The Board agreed with the legal advice and are content this is followed once written legal advice is received.

In relation to section 6 of the VSP/PEACE IV Project Highlight report.

- The Board agreed that letters of offer for small grants could be issued following assessment by SMT if this was completed before the next Board meeting.

## **F Chairman's Report**

The Chair presented his report and provided feedback to the Board on each of the meetings attended.

The Chair, in particular, provided an update on his meeting with The Commissioner for Victims and Survivors in relation to the steady state paper.

The Chair also highlighted meetings he has attended since the last board meeting.

The Chair requested the presentation from the INP staff planning day be circulated to the board.

***AP1: VSS to circulate the INP staff planning day presentation to all board members.***

The Board meeting ended early to attend the Victims Forum.

The meeting did not reconvene.