

# The Northern Ireland Assembly Secretariat Business Plan (2010/2011) as amended

**1**  
**Supporting  
Assembly  
Business**

**2**  
**Engaging  
the Public**

**3**  
**Supporting and  
Developing our  
Staff**

**4**  
**Ensuring the  
Effective  
Governance of  
the Secretariat**

**5**  
**Accommodating  
the Assembly**

**Working  
for  
You**

# Corporate Business Plan 2010/2011

## 1 Supporting Assembly Business

Corporate Objective		Planned outcome	Target date	Lead Responsibility
1.1	To ensure the effective operation of the Assembly	Effective support provided for all plenary business	31 March 2011	Director of Clerking and Reporting supported by other Directors
		Effective support provided for all Committee business	31 March 2011	Director of Clerking and Reporting supported by other Directors
		Key business standards monitored.	31 March 2011	Directors
		Arrangements in place to support the devolution of Policing and Justice	As required	Director of Clerking and Reporting supported by other Directors
		Major Incident/ Business Continuity Plan implemented	31 December 2010	Director of Facilities
		Progress monitored on legislative programme and impact on resources	Monthly	Director of Clerking and Reporting
1.2	To support Members in fulfilling their Assembly, constituency and office holder duties	Members' support programme developed and ready for implementation following Assembly election in May 2011	31 March 2011	Director of Clerking and Reporting supported by Directors
1.3	To support the Assembly in assessing its effectiveness as the devolved legislature for Northern Ireland	Action Plan agreed	30 June 2010	Clerk/DG supported by Director of Legal Services
		Action Plan implemented	31 December 2010	Clerk/DG supported by Director of Legal Services
1.4	To make preparations for the next Assembly mandate in 2011	Action Plan developed and implementation commenced for May 2011 Assembly election	31 March 2011	Director of Clerking and Reporting supported by Directors

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## 2 Engaging the Public

Corporate Objective		Planned Outcome	Target date	Lead Responsibility
2.1	To increase public engagement with the Assembly	Engagement Strategy recommendations implemented	31 March 2011 (80%)	Director of Engagement
		Review of switchboard services: <ul style="list-style-type: none"> <li>▪ Recommendations implemented</li> </ul>	31 December 2010	Director of Engagement supported by Directors of Facilities and Resources
2.2	To improve the understanding of the role of the Assembly in the governance of Northern Ireland	Sectoral Assembly road shows held (eg youth sector)	31 December 2010	Director of Engagement
		Agreed outcomes from public attitude survey implemented	31 March 2011	Director of Engagement
2.3	To ensure effective partnership arrangements	Effective ongoing support for existing parliamentary partnerships eg BIPA, NIABT, CPA, etc	31 March 2011	Director of Engagement
		Support for Commission in progressing North/South Parliamentary Forum	31 March 2011	Clerk/DG
		Plans developed for International Parliamentary Conference in Parliament Buildings	31 March 2011	Director of Engagement
2.4	To promote Good Relations	Good Relations Strategy implemented	31 March 2011	Clerk/DG
2.5	To improve access to the Assembly and its services	Assembly exhibition implemented	31 January 2011	Director of Engagement
		Assembly website redeveloped	31 March 2011	Director of Engagement
		Disability Action Plan implemented	31 March 2011	Clerk/DG
		Equality Scheme implemented	31 March 2011	Clerk/DG

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## 3 Supporting and Developing Our Staff

Corporate Objective		Planned Outcome	Target date	Lead responsibility
3.1	To develop an independent parliamentary service	95% of staff directly employed by the Assembly	31 March 2011	Director of Resources
		Revised Secretariat Pay and Grading structure effective from August 2010	1 August 2010	Director of Resources
		Review of agreed schedule of Secretariat Terms and Conditions of Employment and HR Policies completed	31 March 2011	Director of Resources
3.2	To improve the way we communicate with each other	Recommendations from Internal Communications Audit implemented	31 March 2011	Clerk/DG and Directors
3.3	To have in place a dedicated, professional and motivated group of staff to meet the needs of the Assembly	Corporate Learning and Development Action Plan for 2010/2012 implemented	31 March 2011	Director of Resources
		Attendance targets agreed and monitored	31 March 2011	Director of Resources
		2009/10 Staff Survey Action Plan implemented	31 March 2011	Clerk/DG and Directors
		Annual staff survey undertaken	31 March 2011	Clerk/DG supported by Internal Communications Working Group
		New performance management system developed	31 March 2011	Director of Resources
Effective operation of the Joint Agreement between the Commission and the Trade Union Side	31 March 2011	Director of Resources		
3.4	To embed the Corporate Values within the Assembly	Guidance on practical application of Values developed and implemented	30 June 2010	Clerk/DG and Directors

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## 4 Ensuring the Effective Governance of the Secretariat

Corporate Objective		Planned Outcome	Target date	Lead Responsibility
4.1	To ensure delivery of all Secretariat business services	Corporate Planning/ Business Planning conducted to corporate timetable and Plans implemented	28 February 2011	Clerk/DG supported by Directors
4.2	To improve key business processes	Development of an approach to continuous business improvement	30 September 2010	Clerk/DG supported by Directors
		Implementation of agreed approach to continuous improvement	31 March 2011	Directors
4.3	To enhance responsible business practice within the Assembly Secretariat	Sustainable Development Strategy:	31 March 2011	Director of Facilities supported by Directors
		(a) Action Plan implemented		
		Environmental element of Sustainable Development Strategy to reduce environmental impact:	31 March 2011	Director of Facilities supported by Director of Resources
(a) Environmental Action Plan implemented				
		(b) Annual measurement (baseline) of environmental impact reduction	31 March 2011	Director of Facilities supported by Director of Resources
4.4	To ensure effective delivery of IT services	IT Strategy developed and implemented	30 June 2010	Director of Resources
4.5	To ensure good governance arrangements including statutory compliance	Compliance with statutory duties in respect of Health and Safety, Equality, FOI, DDA, DPA etc monitored and reviewed annually	31 March 2011	Clerk/DG
		Unqualified Audit Opinion achieved	31 March 2011	Director of Resources
		Improvement in overall level of assurance provided by Internal Audit Reports	31 March 2011	Clerk/DG supported by Directors

Corporate Objective		Planned Outcome	Target date	Lead Responsibility
		Support provided for the establishment of an independent statutory body to deal with Members' pay, pensions and financial support	31 March 2011	Clerk/DG supported by Director of Legal Services and Director of Resources
4.6	To have effective risk management arrangements in place	Risk Registers reviewed and updated	Monthly	Clerk/DG and Directors
		Assurance Statements received from Corporate Risk Owners	Twice yearly	Clerk/DG supported by Directors
4.7	To ensure effective information management	Information Management Strategy developed and implementation of action plan commenced	31 March 2011	Director of Engagement
4.8	To ensure the effective, efficient and economic use of resources	Budget underspend within 5% of total budget	31 March 2011	Director of Resources supported by other Directors
		Benchmarking opportunities developed	30 June 2010	Director of Resources supported by other Directors
		Benchmarking opportunities completed and Action Plan developed	30 September 2010	Director of Resources supported by other Directors
		Benchmarking Action Plan implemented	31 March 2011	Director of Resources supported by other Directors

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## 5 Accommodating the Assembly

Corporate Objective		Planned Outcome	Target date	Lead Responsibility
5.1	To seek to provide appropriate accommodation which meets the needs of all building users and visitors	Accommodation Audit recommendations implemented as agreed by the Commission	31 March 2011	Director of Facilities

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