

**Northern Ireland Legal Services Commission
Board Meeting
Tuesday 02 March 2010 at 1.30pm**

MINUTES

Present: Dr Jeremy Harbison (Chair)
Les Allamby
Jim Daniell (Chairman)
Fiona Donnelly
Joe Donnelly
Hilary McCartan
Gillian McGaughey
Miceal McCoy
Ronnie Spence

NILSC: Paul Andrews Interim Chief Executive
Eamonn Broderick Business Manager, Civil
Declan Kerr Business Manager Assessment & Appeals
Theresa Donaldson Director of Policy and Service Development and
Service Delivery (Civil)
Jill Herron Secretary to the Board
Josephine Kelly Director of Corporate Services
Sheila McGivern Business Manager, Funding Code
Sheila McPhillips Director of Criminal Defence Services

NICtS: Robert Crawford

The following Item was considered as a Board matter at the end of the Access to Justice Committee meeting.

- 13.1 Delegated Authorities – The Chief Executive explained that there was an audit recommendation that had agreed with what the Commission was doing but the Board had never delegated the authority. This was a document that had been drafted in 2005 and had been realigned with the new Crown Court Rules and now had to be ratified by the Board. The document had been updated with the staffing structure currently in place and, under the stocktake being carried out by internal audit, would be monitored as the staffing structure changed.

ACTION: The Board formally adopted the Delegated Authority.

- 13.2 Authorities and Unusually Large Expenses – The Chief Executive explained the background and the dissatisfaction of the practice of having to put large expense items to the Appeals Panel. In looking at appeals procedures generally, the Commission had taken the view that internal delegations could be set up to look

at these specific issues. This mechanism meant that the Commission would agree in principle that this moved from the appeals panel to staff which would take unnecessary work away from the appeals panel and put together a structure which enabled decisions to be made more quickly.

The Board recommended that the Commission had to be very clear about the roles of the in-house panels. It was explained that internal authorisation levels would be amended and a review mechanism would be set up which would enable the Commission to process these things independently. The TMT considered that two additional staff at EO1 level should be recruited for this area. The Board noted that the creation of 2 additional posts would have to be balanced by a reduction in staffing resource in another area.

ACTION: The Board agreed in principle to the delegated authority.

SIGNED:

DATED: