Boundary Commission for Northern Ireland

Note of Meeting held on 25 January 2021 at 12.30pm

Via video link

# In Attendance

Madam Justice Denise McBride, Deputy Chair (DMB)

Sarah Havlin, Commissioner (SH)

Vilma Patterson, Commissioner (VP)

Andrea Richardson, Deputy Secretary (AR)

# Appointment of New Secretary

The meeting noted that Heather McKinley had been confirmed as incoming Secretary to the Commission. A firm start date has not yet been set but sponsor branch has advised that she is due to be in post before the end of February.

It was agreed that Wednesday 3February 2021 at 2pm suited members to meet (virtually) with Heather, in advance of her formally taking up post.

# Recruitment of Office staff

It was agreed that the relevant documents relating to recruitment of the Office Manager and Support Officer should be forwarded to Heather McKinley in advance of her formally taking up post, with a view to scheduling interviews in her first week in post.

# Preparation for the 2023 Review

Members were updated on administrative preparations for the 2023 Review - a draft Data Sharing Agreement (DSA) had been received from EONI, between EONI and BCNI and members agreed that it would be prudent to amend this DSA to include Land and Property Services (LPS), in the event that BCNI need to share electoral data with them/avail of their support. A number of points for clarification relating to the framework agreement with sponsor branch were also discussed.

# Correspondence

Commissioners were updated on correspondence received and provided steer on next steps.

# AOB

A query was raised about the IT systems used by LPS, following a news piece and it was agreed to seek clarification to establish its relevance to the Commission. SH raised the need for a formalised agreement with LPS regarding support available to the Commission, and the importance of such support as a mitigation of risk, especially with a very small team such as that of the Commission Secretariat.

It was agreed that the 2023 Project Plan would be reviewed to ensure timelines are appropriate, once the incoming Secretary is in post.

**BCNI Secretariat**