

**NIPEC Council Meeting 6<sup>th</sup> December 2023,  
Room 1.7, 1<sup>st</sup> Floor, James House, 2-4 Cromac Avenue,  
Belfast BT7 2JA**

**A G E N D A**

**1.0 WELCOME AND APOLOGIES**

**2.0 CHAIR'S BUSINESS**

- 2.1 Welcome any Members of the Public
- 2.2 Council Members - Conflicts of Interest
- 2.3 Dates for Council Meetings/Workshops 2024 (*Issued for approval*)
- 2.4 Topics for Council Workshops 2024
- 2.5 NIPEC Conference
- 2.6 Register of Council Members Activity (*Circulated for Noting*)
- 2.7 Update on Council Members' On Board Training
- 2.8 Update on Chairs leave of Absence
- 2.9 Permanent Secretary's attendance at NIPEC Council meeting

**3.0 MINUTES OF THE PREVIOUS MEETING**

- 3.1 Minutes of the meeting held on the 20<sup>th</sup> September 2023 (*Circulated for Approval*)

**4.0 MATTERS ARISING**

- 4.1 Detailed in updated Action Plan (*Circulated for Approval*)

**5.0 CORRESPONDENCE**

- 5.1 Correspondence from Permanent Secretary re Guidance on Roles and Responsibilities: Change or Withdrawal of Services (August 2023) (*Circulated for Noting*)
- 5.2 Fraud Matters Newsletter November 2023 (*Circulated for Noting*)

**6.0 OPERATIONAL PERFORMANCE AND SERVICE IMPROVEMENT**

- 6.1 Fiona Bradley presentation – In-House Training Review
- 6.2 Chief Executives Report (*Circulated for Noting*)

- 6.3 NIPEC Professional Work Plan 2023-24 – Business Plan objectives progress Monitoring Report from 1<sup>st</sup> April to 30<sup>th</sup> November 2023 (***Circulated for Consideration***)
- 6.4 A copy of the Consultation Activity Report (***Circulated for Noting***)
- 6.5 Draft Hybrid Working Policy (***verbal update***)

## **7.0 CORPORATE CONTROL & FINANCE**

- 7.1 Reports from Standing Committees:
  - 7.1.2 Confirmed minutes of the A&R Meeting held on 27<sup>th</sup> June 2023 (***Circulated for Noting***)
  - 7.1.3 Unconfirmed Minutes of the A&R Meeting held on the 10<sup>th</sup> October 2023 (***Circulated for Noting***)
  - 7.1.4 Unconfirmed Minutes of the Professional & Business Committee held on the 29<sup>th</sup> November 2023 (***Late Mailing***)
- 7.2 Finance: Financial Summary of Expenditure, Month 7 (***Circulated for Noting***)
- 7.3 Corporate Risk Register 2023-24, Version 6 (***Circulated for Approval***)
- 7.4 KPIs 2023 - 24 (***Circulated for Noting***)
- 7.5 Review of Digital Support for NIPEC Meetings (***Late Mailing***)
- 7.6 Draft Partnership Agreement (***Circulated for Approval***)
- 7.7 NIPEC Policies:
  - 7.7.1 Complaints Policy (***Circulated for Approval***)
  - 7.7.2 Clear Desk and Screen Policy (***Circulated for Approval***)
- 7.8 NIPEC's Business Continuity Plan 2023 (***Circulated for Approval***)
- 7.9 Legal Case (***verbal update***)

## **8.0 SAFETY AND QUALITY**

- 8.1 DoH Covid-19 Public Inquiry Group (***Witness Statement circulated***)

## **9.0 ANY OTHER BUSINESS**

## **10.0 DATE, TIME AND VENUE OF NEXT MEETING**

**The next public meeting date of NIPEC Council is 13<sup>th</sup> March 2024**