

NIPEC Council Meeting 13th March 2024
Rooms 2.8 and 2.9, 2nd 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 Marie Mallon: Boardroom Leadership Programme
- 2.3 Council Members - Conflicts of Interest
- 2.4 Register of Council Members Activity (*Circulated for noting*)
- 2.5 Council Effectiveness Internal Audit Report 2023-24 (*Circulated for noting*)
- 2.6 Board Governance Self-Assessment Document and update on Development Plan 2023-24 (*Circulated for approval*)
- 2.7 Permanent Secretary's attendance at NIPEC Council meeting
- 2.8 Signed Partnership Agreement (*Circulated for noting*)
- 2.9 Update on Chairs leave of Absence

3.0 MINUTES OF THE PREVIOUS MEETING

- 3.1 Minutes of the meeting held on the 6th December 2023 (*Circulated for approval*)

4.0 MATTERS ARISING

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

5.0 CORRESPONDENCE

- 5.1 Letter to ALBs: Financial Planning Scenarios – Resource Budget 2024-25 (*Previously circulated 17th January 2024 for noting*)
- 5.2 Letter to HSC Staff from Minister of Health (*Circulated for noting*)
- 5.3 Fraud Alert FA 02 2024 (*Circulated for noting*)
- 5.4 Fraud Alert FA 01 2024 (*Circulated for noting*)
- 5.5 Fraud Alert FA 04 2023 (*Circulated for noting*)

6.0 OPERATIONAL PERFORMANCE AND SERVICE IMPROVEMENT

- 6.1 Chief Executives Report (***Circulated for noting***)
- 6.2 NIPEC Professional Work Plan 2023-24 – Business Plan objectives progress Monitoring Report from 1st April to 29th February 2024 (***Circulated for consideration***)
- 6.3 A copy of the Consultation Activity Report (***Circulated for noting***)
- 6.4 Draft Involvement and Co-production Strategy (***Circulated for approval***)
- 6.5 Draft Hybrid Working Policy (***Circulated for approval***)
- 6.6 Draft Quality Strategy (***Circulated for approval***)

7.0 CORPORATE CONTROL & FINANCE

- 7.1 Reports from Standing Committees:
 - 7.1.2 Confirmed minutes of the A&R Meeting held on 10th October 2023 (***Circulated for Noting***)
 - 7.1.3 Unconfirmed Minutes of the Professional & Business Committee held on the 16th February 2024 (***Late Mailing***)
- 7.2 Finance
 - 7.2.1 Financial Summary of Expenditure, Month 10 (***Circulated for noting***)
 - 7.2.2 Draft Budget 2024-25 (***verbal update***)
 - 7.2.3 Update on Legal Case (***verbal update***)
- 7.3 Corporate Risk Register 2023-24, Version 9 (***Circulated for approval***)
- 7.4 KPIs 2023 - 24 (***Circulated for noting***)
- 7.5 Draft Corporate Plan 2024-28 (***Circulated for approval***)
- 7.6 Draft Business Plan 2024-25 (***Circulated for approval***)
- 7.7 NIPEC Policies:
 - 7.7.1 Disciplinary Policy and Procedure (***Circulated for approval***)
 - 7.7.2 Information Security Policy (***Circulated for approval***)

7.7.3 Extension of Regional HR Policies (*for approval*)

- Attendance at Work Policy
- Capability and Competency Policy
- Conflict, Bullying and Harassment in the Workplace Policy
- Family Pack
- Gender Identity and Expression Employment Policy
- Leave Pack
- Menopause at Work Policy

8.0 SAFETY AND QUALITY

8.1 DoH Covid-19 Public Inquiry Group (*Verbal update*)

9.0 ANY OTHER BUSINESS

10.0 DATE, TIME AND VENUE OF NEXT MEETING

The next public meeting date of NIPEC Council is 1st July 2024 at 2pm