

**NIPEC Council Meeting, Wednesday 18 September 2024 at 2.00pm in
the Conference Room,
4th 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 Council Members Development Day: 5th November 2024
- 2.4 Dates for 2025: Council Meetings and Workshops
- 2.5 Boardroom Apprentice
- 2.6 Register of Council Members' Activity (***For noting***)
- 2.7 Update on Chair's Leave
- 2.8 Dates for Council members social event
- 2.9 Update on Council members' appraisals

3.0 MINUTES OF THE PREVIOUS MEETING

- 3.1 Minutes of the meeting held on the 1st July 2024 (***Circulated for approval***)

4.0 MATTERS ARISING

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

5.0 CORRESPONDENCE

- 5.1 Correspondence from the John McKeown, Head of DoH Governance Unit to Accounting Officer re Commissioning of Mid-Year Assurance Statement, issued 27 August 2024 (***Circulated for noting***)
- 5.2 Circular HSC(F) 14-2024 Payment of Travelling and Other Allowances to Members Determination (NI) 2024, issued 25 June 2024 (***Circulated for noting***)
- 5.3 HMRC Fraud Alert (***Circulated for noting***)

6.0 OPERATIONAL PERFORMANCE AND SERVICE IMPROVEMENT

- 6.1 Encompass Presentation: Angela Reed, SEHSCT
- 6.2 Chief Executive's Report (***Circulated for noting***)
- 6.3 NIPEC Professional Work Plan 2024-25 – Business Plan objectives progress
Monitoring Report from 1 April to 31 August 2024 - Chief Executive
(***Circulated for noting***)
- 6.4 Copy of the Consultation Activity Report (***Circulated for noting***)
- 6.5 Communications and Engagement Report: Tracey White, Senior
Communications Officer (***Circulated for noting***)
- 6.6 Communications and Engagement Strategy: Tracey White, Senior
Communications Officer (***Circulated for noting***)

7.0 CORPORATE CONTROL & FINANCE

- 7.1 Report from Standing Committees:
 - 7.1.1 Unconfirmed Minutes of the Audit & Risk Committee held on 26 June 2024
(***Circulated for noting***)
 - 7.1.2 Confirmed Minutes of the Professional & Business Committee held on 7
June 2024 (***Circulated for noting***)
 - 7.1.3 Unconfirmed Minutes of the Professional & Business Committee held on 6
September 2024 (***Circulated for noting***)
- 7.2 Finance:
 - 7.2.1 Financial Summary of Expenditure, Month 4 (***Circulated for noting***)
 - 7.2.2 Budget overview for upcoming years (***Verbal update***)
- 7.3 Corporate Risk Register 2024-25, Version 4 (***Circulated for approval***)
- 7.4 KPIs 2024-25 (***Circulated for noting***)
- 7.5 Equality Annual Progress Report 2023-24 (***Circulated for approval***)
- 7.6 NIPEC Policies: (***Circulated for approval***)
 - 7.6.1 Records Management
 - 7.6.2 Freedom of Information
 - 7.6.3 Adverse Incidents
 - 7.6.4 Publication Scheme
 - 7.6.5 Waste Management
 - 7.6.6 Data Protection Policy

8.0 SAFETY AND QUALITY

- 8.1 Draft Annual Quality Report 2023-24 (***Circulated for noting***)
- 8.2 DoH Covid-19 Public Inquiry Group (***Verbal update***)

9.0 ANY OTHER BUSINESS

10.0 DATE, TIME AND VENUE OF NEXT MEETING

The next Council Workshop date is the 4th December 2024 at 10.30am: Finance

The next public meeting date of **NIPEC Council is 4th December 2024 at 2.00pm**

Both will be held in James House