

Agenda

Meeting: 103rd Council Meeting of the Patient and Client Council

Date and Time: Tuesday 28th May 2024

Venue/Online: via Microsoft Teams

10am – 1pm

Council Members

Ms Ruth Sutherland (Chair)

Mr Stephen Mathews

Mr Alan Hanna

Mr Paul Douglas

Mr Paddy Farry

Mr Tom Irvine

Ms Emma O'Neill

Mr Gary McMichael

Dr Julie Aiken

Ms Paula Bradley

Ms Rhoda Walker

Mr Tom Sullivan

Mr Martin Quinn, Regional HSC PPI Lead, PHA

In attendance

Ms Meadhbha Monaghan, Chief Executive

Ms Una McKernan, Head of Operations

Mr Peter Hutchinson, Senior Policy, Impact and Influence Manager

Ms Lauren Toner, Executive Assistant

No.	Agenda Item	Update by	Timing & Action
1.	Welcome and apologies Chair	Verbal	10.00

2.	Minutes and Matters arising		10.05
	• Minute of the Council meeting on 13 th February 2023 (Paper 768)	Paper	APPROVAL
	• Peoples Priorities Committee	Verbal	NOTING
	• Citizens Hubs	Verbal	NOTING
3.	Declaration of Interests Chair	Verbal	10.10 NOTING
4.	Chair's update Chair	Verbal	10.15 NOTING
5.	CEO Update (Paper 769) M Monaghan, CEO	Paper	10.30 NOTING
6.	Operations – Impact and Influence (Paper 770 & reference of papers 794 and 795) Peter Hutchinson, Senior PII Manager	Paper Presentation	10.45 DISCUSSION
7.	Connection to Purpose Jackie Kelly	Presentation	11.15 DISCUSSION
BREAK 11:45-11:55			
MATTERS FOR DISCUSSION, NOTING AND APPROVAL			
8.	Board Self-Assessment (Paper 771) Ruth Sutherland, Chair	Paper	11.55 APPROVAL
9.	Business Support and Governance Finance Una McKernan, Head of Operations	Verbal	12.05 NOTING
10.	Risk Summary Risk management (Paper 772) Una McKernan, Head of Operations	Paper	12.15 APPROVAL
COMMITTEE BUSINESS			

11.	ARAC: <ul style="list-style-type: none"> • Committee Update (Chair Reports) • ARAC Briefing note for TOR (Paper 773) • ARAC Terms of Reference for approval (Paper 774) • ARAC minutes 27th February 2024 (Paper 775) • Internal Audit progress report Feb 24 (Paper 776) • PCC Internal Audit Strategy Plan 24-25 (Paper 777) • Audit Strategy (Paper 778) • Corporate Risk Register update (Paper 779) • PCC Corporate Risk Register (Paper 780) • PCC Gift Register 23-24 (Paper 781) • PCC Direct Awards Contracts Register (Paper 782) • PCC Contracts Database (Paper 783) • Schedule of Delegated Authority (Paper 784) • Internal Audit Progress report – May 24 (Paper 785) • Internal Audit PCC follow up End of Year report (Paper 786) • BSO Shared Services Audit (Paper 787) • BSO Internal Audit Unit – External Quality Assessment report (Paper 788) • Internal Audit PCC Annual Report 23-24 (Paper 789) <p>P Farry, Chair of ARAC</p>	Verbal Paper Paper Paper Paper Paper Paper Paper Paper Paper Paper Paper Paper Paper Paper	12.30 NOTING APPROVAL APPROVAL NOTING NOTING NOTING NOTING NOTING NOTING NOTING NOTING NOTING NOTING NOTING
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12.	Business Committee: <ul style="list-style-type: none"> Committee Update (Chair Reports) Complaints Policy (Paper 790) Business Continuity Framework (Paper 791) Minutes of the meeting held on 23rd January 2024 (Paper 792) Matters Arising Action sheet (Paper 793) Q4 monitoring and Performance report March 2024 (Paper 794) Q4 Quarterly Advocacy Report (Paper 795) Safeguarding report Jan 24- March 24 (Paper 796) Information Requests (Paper 797) Workforce Information report (Paper 798) Information Governance Group End of Year Report (Paper 799) Finance report – month 11 (Paper 800) A Hanna, Chair of Business Committee	Verbal Paper Paper Paper Paper Paper Paper Paper Paper Paper Paper	12.45 NOTING APPROVAL APPROVAL NOTING NOTING NOTING NOTING NOTING NOTING NOTING NOTING
13.	AOB		
14.	Date of next Council meeting Tuesday 23 rd July 2024		
15.	Close		13.00