

Minutes of the Finance & Personnel Sub-Committee Meeting held at 1.30 pm on Thursday 26th November 2015 at the Spires Conference Centre, Belfast

- Present:** Mrs. S McKee (Chair)
Mrs. A Millar
Mr. A Mills
Mrs. J Minne
- In attendance:** Mr. T Evans (Chief Executive, CEO)
Mr. P Cassidy (Minute Secretary)
- Apologies:** None

Action

1. Chair's opening remarks

Mrs. McKee indicated that Mrs. Millar, as Vice Chair, would be assuming the role of Chair of the F&P Sub-Committee.

2. Review of the Finance and Personnel Committee's Terms of Reference

2. Amend words to say, 'The F&P Sub-Committee shall be chaired by the Agency Vice Chair'.

3. Insert words after first sentence to say, 'However, on occasion, Board Members may attend F&P Meetings in an observer capacity or as required by the needs of the F&P Sub-Committee. Delete last sentence.

6. The Sub-Committee shall meet no less than three times a year.

7. Remove 'However' at start of the second sentence. Amend wording to say, 'It is authorised by the Board to consider reports on any activity within its terms of reference'.

8. Amend wording to, 'The specific duties of the Sub-Committee shall be:'

- (a) Amend wording to, 'To consider and report to the Board on securing and managing Agency resources, e.g .'
- (d) Amend wording to, 'To monitor, in line with the annual business Plan, staffing, equality and organisational development matters'.
- (g) Amend wording to, 'To consider a report from the Agency Chair on the annual performance appraisal of the Chief Executive'.

It was suggested the role of the Committee in relation to the appraisal of the Chief Executive would be similar to that of a Countersigning Officer.

3. Identify key priorities

Items that could come to the Committee were suggested as follows:

- ✚ Finance reports.
- ✚ liP outworkings and updates.
- ✚ Learning & Development Plan.
- ✚ ICMS project report.
- ✚ Updates on pertinent issues such as bullying or equality issues.
- ✚ Staff survey reports.
- ✚ Outworkings of confidential recipient reports.
- ✚ Accommodation issues.
- ✚ Development of HR Strategy.

It was suggested that standing items could be put on the agenda of the Committee such as staff survey, ICMS, or equality issues. Also, critical issues could be identified to be discussed at the next Committee Meeting. It would also be helpful if any topics that need to be discussed on a regular basis could be identified and then put on the agenda on a cyclical basis.

It was suggested that other possible topics could be the delivery of frontline services and input into a new Health and Wellbeing Strategy.

4. Agree recommendations to go to the next Board Meeting

The Board will be asked to consider and approve revised Terms of Reference for the Finance & Personnel Committee.

The Board will be informed of the modus operandi of the Committee in the future, namely that the Committee intends to establish a standing agenda, identify topics to be considered on a cyclical basis, and consider other various issues as they arise. Other issues may be raised by the Chief Executive as required.

5. Any Other Business

None

6. Dates for future meetings

The next meeting will be held on Thursday 25th February 2016.