

## **Minutes of 104<sup>th</sup> Council meeting of the Patient and Client Council held on 23<sup>rd</sup> July 2024 at 10am, NICVA Duncairn Gardens**

### **Present:**

Mrs Ruth Sutherland (PCC Chair)  
Dr Julie Aiken  
Mr Alan Hanna  
Mr Paddy Farry  
Mr Paul Douglas  
Mr Stephen Mathews  
Mr Tom Irvine  
Mr Tom Sullivan  
Ms Emma O'Neill  
Ms Paula Bradley  
Ms Rhoda Walker  
Mr Cadogan Enright  
Ms Meadhbha Monaghan (PCC CEO)  
Ms Una McKernan (PCC Head of Operations)  
Mr Peter Hutchinson (PCC Senior Policy Impact and Influence Manager)  
Ms Lauren Toner (PCC Executive Assistant)

### **Apologies:**

Ms Briege Arthurs, Mr G McMichael, Mr T Sullivan, Mr S Mathews, Ms K McElroy

### **1. INTRODUCTION**

R Sutherland welcomed all to the meeting

### **2. CONFLICTS OF INTEREST**

No conflict of interest reported.

### **3. MINUTES OF THE LAST MEETING AND MATTERS ARISING**

All attendees reviewed minutes of previous meeting and were happy to approve.

#### **4. CHAIRS UPDATE**

R Sutherland updated Council on some of the work she has been involved in since previous meeting which included participating in discussions in the Ministerial briefing (31/5/24) on the budget for Northern Ireland and the lack of understanding and therefore planning to engage the Public in challenges faced. R Sutherland made council aware that annual appraisals for existing council members would be taking place in the coming months> Chair would also like to meet new Council members as agrees 6 months in (during Sept/Oct) which L Toner would be organising. Chair will be keen to discuss committee participation as well as Council members perspectives. Chair thanked Council for agreeing to combine meeting and workshop today and their time and participation and passed over to M Monaghan.

#### **5. CEO UPDATE**

M Monaghan shared a CEO update paper with all attendees prior to meeting and discussed key highlights from August 2024 to now in relation to her work. M Monaghan discussed with Council meeting held with Sponsor Branch on 6<sup>th</sup> June. M Monaghan introduced the Principal Practitioner role and reported K McElroy's apologies with the hope for her to introduce herself and her role at the next Council meeting.

Chair thanked M Monaghan for her update and introduced P Hutchinson to present to Council.

#### **6. OPERATIONS – IMPACT AND INFLUENCE**

P Hutchinson presented to Board re the Impact and Influence work to date and PCC monitoring and performance report for the Quarter to Board. P Hutchinson discussed the ongoing work and the role of Council members and highlighted the 3 areas of focus for PCC through advocacy and engagement work. P Hutchinson shared data with all members regarding top areas of concern for the Public which have been consistent throughout the Performance and monitoring reports in the previous financial year. P Hutchinson discussed with Board the raising awareness campaign with Council and advised that this is what the workshop will discuss on the second

half of today's session. P Hutchinson reiterated the importance of our Council and raising public awareness of the PCC. All discussed with Council the development of an Influence and Impact sub group which will involve membership from Council.

**Action – Council members should make their interest in the group known to Chair and P Hutchinson**

## **7. BUSINESS SUPPORT AND GOVERNANCE**

M Monaghan updated Council on the current financial position of the PCC. M Monaghan advised that the initial financial plan shared at Business Committee was withdrawn due to inaccuracies in the treatment of ring-fenced funds. Work was ongoing to resolve this. M Monaghan updated all on the position regarding reallocation of funds and standing down of recruitment. M Monaghan discussed interface issues between BSO and PCC and advised that she will be commissioning support from L Mitchell, Associate, to review issues that led to inaccuracies in financial plan and advise on any recommendations regarding interface with BSO. Council members all agreed this was a good decision and commended M Monaghan for catching discrepancies early. Council reiterated that BSO should have the knowledge to pick up on any errors and identify financial concerns. Council acknowledged that BSO accountants were new to role with limited handover.

## **8. RISK**

U McKernan shared summary risk management paper with Board and discussed the top 3 risks for PCC – accommodation, insufficient resources and information Governance. U McKernan stated that these are ongoing risks within the organisation that are being reviewed regularly. U McKernan advised that there will be a new Corporate Risk Register for PCC adapted from NISCC template. P Farry, ARAC Chair, noted that there wasn't a statement in the Risk Strategy relating to PCC's Risk Appetite as a Public Body.

**Action – U McKernan to continue to work on the development of the new risk register which will include PCC Risk Appetite which will be discussed at the next Board**

## **9. ARAC**

P Farry updated all in regards to ARAC meeting on 22<sup>nd</sup> July 2024 and discussed papers that were tabled for approval at Board. Council approved PCC Assurance Framework. P Farry discussed earlier in the meeting with U McKernan the need for wording relating to PCC Risk Appetite to be included in the Risk Management and Strategy Policy. Council were happy to approve this, subject to U McKernan's amendments.

**Action – Assurance Framework was approved by Council.**

**Action - Risk Management and Strategy policy approach were approved by Council, subject to U McKernan updating regarding Risk appetite.**

## **10. BUSINESS COMMITTEE**

A Hanna updated all members in relation to Business Committee meeting that took place on 16<sup>th</sup> July 2024. A Hanna discussed that Business Committee approved the Information Governance Plan at their previous meeting and these papers were shared with Board for their review. Board members were happy to approve the Information governance plan and commended the work of PCC. A Hanna discussed the issues regarding PCC Financial Plan and acknowledged M Monaghan's attention to detail and addressing issues with BSO. A Hanna highlighted that BSO work in partnership with PCC and should have had a better oversight and knowledge. A Hanna welcomed the plan to liaise with L Mitchell and use her expertise to develop an interface plan.

**ACTION – Board approved Information governance plan. Further information will be brought back to Board concerning the errors made by BSO in treatments of income**

## **11. AOB**

No other business was discussed.

## **12. Next meeting**

Next Council meeting will take place on Tuesday 12<sup>th</sup> November via MS Teams.

Chair thanked all for attending and brought the meeting to a close.