

**CHAIR AND NON
EXECUTIVE DIRECTORS
BUSINESS**

Chair's Business:

24 October 2019 – 29 January 2020:

External Representation:

1. Meeting with Newry, Mourne and Down District Council Chair (Councillor C Casey); and Chief Executive (Mr L Hannaway); plus the Chief Executive
2. Meeting with the Commissioner for Public Appointments
3. Northern Ireland Social Work Awards
4. Meeting with the Health and Social Care Board; plus the Chief Executive
5. Meeting with Mid-Ulster Council Chair (Councillor M Kearney); and Chief Executive (Mr A Tohill); plus the Chief Executive
6. Northern Ireland Leadership and Governance Conference 2019 – Lisburn Civic Centre
7. Meeting with the Commissioner of Public Appointment for Northern Ireland (CPANI) Mentee
8. Mid-Year Accountability Meeting with the Permanent Secretary; plus the Chief Executive

Internal Representation:

1. Meetings with the Chief Executive
2. Meetings with the Board Assurance Manager
3. Trust Board Meeting
4. Remuneration Committee Meetings
5. Shortlisting for the Executive Director of Nursing position
6. Service of Remembrance
7. Consultant Interviews – Consultant Psychiatrist;
8. Career Fair – Newry Leisure Centre
9. Leadership Walk Visits – Sleep and Lung Function Departments, Craigavon Area Hospital; Catering Department, Daisy Hill Hospital
10. Directors' Workshop
11. Board Development Day
12. Executive Director of Nursing Interviews
13. Invest in Volunteers Assessment Visit
14. Arts for Health Gala (in partnership with Northern Health and Social Care Trust and Mid-Ulster Council)
15. Family Nurse Partnership Graduation Event
16. Performance Committee Meeting
17. Chairs' Christmas Reception – Bannvale House
18. Meeting with Ms E Mullan, Non Executive Director; Chief Executive; and Board Assurance Manager – update on Governance Committee
19. Meeting with Mrs S Rooney, Non Executive Director; Chief Executive; and Board Assurance Manager – update on Performance Committee
20. Autism Service Annual Christmas Formal
21. Professional Social Work Forum – Seagoe Hotel
22. Patient and Client Experience Committee Meeting
23. Visit by the Moderator of the Presbyterian Church in Ireland
24. Non Executive Directors' Meeting

25 Years' Service Letters Completed (October-December 2019):
Staff Retirement Letters Completed (October-December 2019):

37
52

Non Executive Directors Business:

Ms Geraldine Donaghy – 18 October 2019 – 22 January 2020:

1. Compassionate Leadership Conference – Armagh
2. Chairs Forum Meeting – Belfast
3. Inquiry into Hyponatraemia-related deaths (IHRD) – Being Open Subgroup – Stormont
4. Leadership Walk visit – Dysphagia Support Team
5. Board Development Day
6. Celebration of Nurses Day – Dromantine Conference Centre
7. Remuneration Committee Meeting
8. Patient and Client Experience Committee Meeting
9. Visit to Woodside Adolescent Centre
10. Job Planning Appeal
11. E-Learning Training
12. Non Executive Directors meeting with the Chair

Mrs Pauline Leeson – 18 October 2019 – 22 January 2020:

1. Trust Board Meeting
2. Leadership Walk Visit – Silverwood Ward, Bluestone Unit
3. Board Development Day
4. Visit to Edenvilla Children's Home
5. Adoption Seminar
6. Performance Committee Meeting
7. Adoption Panel (x2)
8. Remuneration Committee Meeting
9. E-Learning Training
10. Non Executive Directors Meeting with the Chair

Ms Eileen Mullan – 18 October 2019 – 22 January 2020:

1. Directors' Workshop
2. Inquiry into Hyponatraemia-related deaths (IHRD) Oversight Group Meeting
3. Trust Board Meeting
4. Career Fair – Newry
5. Board Development Day
6. Consultant Interviews – Consultant Haematologist
7. Chairs Christmas Reception – Bannvale House
8. Meeting with the Chair, Chief Executive and Board Assurance Manager – update on Governance Committee
9. Meeting with the Chief Executive
10. Visit to Bocombra Children's Centre
11. Paediatric Clinical Workstream
12. E-Learning Training
13. Non Executive Directors Meeting with the Chair

Mrs Hilary McCartan – 11 October 2019 – 5 December 2019:

1. Leadership Walk Visit – Aseptic Unit, Craigavon Area Hospital
2. Meeting with the Chair, Chief Executive and Board Assurance Manager – update on Audit Committee
3. Directors' Workshops
4. Charitable Trust Funds training
5. Compassionate Leadership Conference – Armagh City Hotel
6. Trust Board Meeting
7. Board Development Day
8. Visit to Cedargrove Children's Home
9. Executive Director of Nursing Shortlisting/Interviews
10. Attendance at Healthcare Financial Management Association (HFMA) Dinner
11. Meeting with the Chief Executive and Board Assurance Manager
12. Governance Committee Meeting

Mr Martin McDonald – 11 October 2019 – 21 January 2020:

1. Directors' Workshop
2. Inquiry into Hyponatraemia-related deaths (IHRD) Workshops
3. Chairs Forum Meeting – Belfast
4. Trust Board Meeting
5. Lessons Learned Forum
6. Board Development Day
7. Governance Committee Meeting
8. E-Learning Training

Mrs Siobhan Rooney – 11 October 2019 – 22 January 2020:

1. Directors' Workshops
2. Performance Committee Meeting
3. Meeting with the Chair, Chief Executive and Board Assurance Manager – update on Endowments and Gifts Committee
4. Trust Board Meeting
5. Regional Organ Donation Collaborative Meeting
6. Board Development Day
7. Organ Donation Meeting
8. Northern Ireland Leadership and Governance Conference
9. Consultant Interview – Consultant General Surgeon
10. Effective Audit and Risk Committee Training
11. Governance Committee Meeting
12. Performance Committee Meeting
13. Meeting with the Chair, Chief Executive and Board Assurance Manager – update on Performance Committee; update on Governance Committee
14. Visit to Carrickore Children's Respite Centre
15. Inquiry into Hyponatraemia-related deaths (IHRD) Workstream
16. Leadership Walk Visit – Dorsey Unit, Bluestone Unit
17. Non Executive Directors' Meeting with the Chair

Mr John Wilkinson – 23 October 2019 – 22 January 2020:

1. Trust Board Meeting
2. Briefing for Quality Improvement Event
3. Online User Feedback Meeting
4. Directors' Workshops
5. Making Connections Event
6. Personal and Public Involvement (PPI) Involve Fest Event
7. Patient and Client Experience Steering Group Meeting
8. Northern Ireland Leadership and Governance Conference
9. Meeting with Executive Director of Nursing
10. Meeting with Director of Human Resources
11. Visit to Oaklands Respite Unit
12. Patient and Client Experience Committee Meeting
13. Patient/Client Experience Collective Leadership Framework Workshop
14. E-Learning Training
15. Non Executive Directors Meeting with the Chair