

**CHAIR AND NON  
EXECUTIVE DIRECTORS  
BUSINESS**

## **Chair's Business:**

**25 May 2023 – 27 September 2023:**

### **External Representation:**

1. Meetings with M T Frawley, Chair, Western Health and Social Care Trust
2. Meetings with Mr P McBride
3. Meeting with Mr J Patton, Chair, South Eastern Health and Social Care Trust
4. HSC Chairs Meeting with Mr P May, Permanent Secretary
5. Being Open Session with Mr P McBride
6. Meetings with Political Representatives
7. Visit by Mr P May, Permanent Secretary, to Daisy Hill Hospital and Craigavon Area Hospital
8. Launch of Ray Jones Report – Social Work Review – Stormont Hotel, Belfast
9. Meeting with Mr C Patterson, Daisy Hill Hospital Futures Group
10. Meeting Mr J Rafferty, Chief Executive, Mersey Care NHS Foundation Trust
11. Northern Ireland Confederation Discussion Session – M Taylor, NHS Confederation and P May, Department of Health
12. Meeting with RQIA Chair (Ms C Collins) and Chief Executive (Ms B Donaghy) (plus Dr O’Kane, Chief Executive)
13. Fellowship Programme
14. Visit by the Lord Mayor, Armagh City, Banbridge and Craigavon Borough Council, to Craigavon Area Hospital
15. Meeting with Mr P May, Permanent Secretary – Trust End-Year Accountability Meeting – Castle Buildings, Belfast (plus Dr O’Kane, Chief Executive)
16. Health Party Spokesperson Meetings

### **Internal Representation:**

1. Trust Board Meeting and Walkabout of Monaghan Row, Newry
2. Meetings with the Chief Executive
3. Meetings with the Board Assurance Manager
4. Launch of the Trust's Working Together Strategy
5. Leadership Walk Visits – Estates Operations and Compliance Team; Water Safety Team; Estates Specialist Services; CCN Service (St. Luke's Hospital site); Community Paediatrics and Community Dental Service (Armagh).
6. Daisy Hill Hospital Renal Unit 25 Year Celebration Event
7. Consultant Interview Panels – Consultant Geriatrician; Consultant Oncoplastic Breast Surgeon; Consultant Nephrologist;
8. Photograph – World Elder Abuse Awareness Day
9. Quarterly meeting with Non Executive Directors
10. Meeting with Assistant Director of Quality Improvement
11. Patient and Client Experience Committee Meeting
12. Chief Executive Performance Appraisal Meeting
13. 1-1 Performance Appraisal Meetings with Non Executive Directors
14. Meeting with Assistant Director re Aspiring Directors Course
15. Meetings with Assistant Director, Systems Assurance
16. Meeting with Director of Surgery and Clinical Services
17. Remuneration Committee Meeting
18. Visit to Bocombra Children's Home
19. Meeting with Interim Director of Children and Young People's Services

- 20. Meeting with Non Executive Directors re Committee Composition
- 21. Attendance at Senior Leadership Team Meetings
- 22. Head of Office shortlisting and Interviews
- 23. Governance Committee Meeting
- 24. Directors' Workshop
- 25. Meeting re future reporting to Governance Committee
- 26. Bi-monthly update meeting with the Chief Executive and Non-Executive Directors
- 27. Meeting with the Chief Executive and Director of Finance
- 28. Vaccination Clinic visit

<b>25 Years' Service Letters Completed (January-June 2023):</b>	46
<b>Staff Retirement Letters Completed (January-June 2023):</b>	71

## **Non Executive Directors Business:**

### **Ms Geraldine Donaghy – 25 May 2023 – 27 September 2023:**

1. Trust Board Meeting
2. Consultant Anaesthetist Interviews
3. Remuneration Committee Meeting
4. 1-1 Performance Appraisal Meeting with the Chair
5. Leadership Walk Visit – Training, Workforce Development Team, Cherryvilla
6. Visits to Woodside Children’s Home
7. Being Open Session with Mr P McBride
8. Governance Committee Meeting
9. Performance Committee Meeting

### **Mrs Pauline Leeson – 25 May 2023 – 27 September 2023:**

1. Preparation for Urology Inquiry with Trust team and Directorate of Legal Services
2. Performance Committee Meetings
3. Visit to Edenvilla Children’s Home
4. Adoption Panel Meetings
5. Consultant Psychiatrist Interviews
6. Leadership Walk Visit to 4 South, Craigavon Area Hospital
7. Trust Board Meeting
8. Being Open Session with Mr P McBride
9. Quarterly Meeting with the Chair and Non Executive Directors
10. Remuneration Committee Meeting
11. 1-1 Performance Appraisal Meeting with the Chair
12. Directors’ Workshop
13. Bi-monthly update meeting with the Chief Executive, Chair and Non-Executive Directors

### **Mrs Hilary McCartan – 25 May 2023 – 27 September 2023:**

1. Trust Board Meetings
2. Drafted Audit Committee Report for Trust Board Meeting
3. Performance Committee Meetings
4. Leadership Walk visit – Ward 4 North, Craigavon Area Hospital
5. Quarterly Meeting with the Chair and Non Executive Directors
6. Endowments and Gifts Committee Meeting
7. Audit Committee Meeting
8. Visit to Cedar Grove Children’s Home
9. Meeting with the Board Assurance Manager re Audit Committee Effectiveness Tool
10. Consultant Psychiatrist Interviews
11. Governance Committee Meeting
12. Directors’ Workshop
13. Bi-monthly update meeting with the Chief Executive, Chair and Non-Executive Directors

**Mr Martin McDonald – 25 May 2023 – 27 September 2023:**

1. Trust Board Meetings
2. Performance Committee Meeting
3. Endowments and Gifts Committee Meeting
4. Audit Self-Assessment
5. Visit to Cherrygrove Children's Home
6. Consultant Rheumatologist Interviews
7. Committee Composition Meeting with the Chair
8. Governance Committee Meeting
9. Meeting re future reporting to Governance Committee
10. Directors' Workshop

**Mr John Wilkinson – 25 May 2023 – 27 September 2023:**

1. Trust Board Meetings
2. Leadership Walk Visits – South Tyrone Hospital Catering Department; IT Department, Trust Headquarters.
3. Launch of Trust's Working Together Strategy
4. Meeting with Executive Director of Nursing, Maternity, AHPs and Functional Support Services; Director of Adult Community Services and Assistant Director of Promoting Wellbeing
5. Performance Committee Meetings
6. Patient and Client Experience Committee Meeting
7. Audit Committee Meeting
8. Visit to Bluebell House Children's Home
9. Being Open Session with Mr P McBride
10. Audit Tool Meeting
11. 1-1 Performance Appraisal Meeting with the Chair
12. Committee Composition Meeting with the Chair
13. Quarterly Meeting with the Chair and Non Executive Directors
14. 25 Year Celebration Event for Oaklands Short Break Unit, Armagh
15. Visit to Emergency Department, Craigavon Area Hospital
16. Governance Committee Meeting
17. Directors' Workshop
18. Bi-monthly update meeting with the Chief Executive, Chair and Non-Executive Directors
19. Consultant Anaesthetics Interviews
20. Meeting re PPI