

NI GUARDIAN AD LITEM AGENCY - BOARD MEETING

11th OCTOBER 2018

Present: Mr Fred Smyth, *Non-Executive Director (Chair)*
Mr Peter Reynolds, *Chief Executive*
Dr Karen Winter, *Non-Executive Director*

In Attendance: Mr Sean Brown, *Corporate Services Manager*
Miss Patricia O’Kane, *Assistant Director*
Mr John Sheldon, *QA & Training Manager*

Apologies: Mr Bernard Mitchell, *Chair*
Mrs Gillian McGaughey, *Non-Executive Director*

Minute Taker: Mrs Ann Andrew, *Administration Manager*

START TIME : 9.30am

66.18 DECLARATION OF INTEREST

66.18.1 Mr Smyth provided an opportunity for the Board members to identify any conflicts of interest in respect of today’s agenda. None were identified.

67.18 MINUTE OF PREVIOUS MEETING

67.18.1 The minute of the previous meeting of 11th September 2018 was agreed as an accurate record and approved.

68.18 MATTERS ARISING

68.18.1 The matters arising and action plan from the previous meeting were reviewed and the progress against each of the actions noted.

69.18 CHAIR’S BRIEFING/NED

69.18.1 Deferred to the next meeting.

70.18 CHIEF EXECUTIVE'S BRIEFING

70.18.1 Mr Smyth referred to the *CEO Briefing Report* and Mr Reynolds spoke to the report and updated the Board accordingly.

70.18.2 Mr Sheldon reported it has been confirmed that NIGALA has received the *liP Silver Award*. The Board acknowledged the award and congratulated the SMT and staff for achieving same. A copy of the report will be provided to the Board for information upon receipt.

ACTION: liP Report to be circulated to the Board for information.

70.18.3 Mr Reynolds confirmed that he and Mr Brown attended the Ground Clearing meeting earlier in the week. It was a positive meeting and no issues were identified or needed to be addressed. He confirmed a briefing paper is being prepared for the Permanent Secretary to keep him updated on how NIGALA is striving to improve services. This will be circulated to the Board for information in due course.

ACTION: Briefing Paper for the Permanent Secretary to be circulated to the Board for information.

71.18 BOARD COMMITTEE MEETINGS SINCE LAST BOARD MEETING

71.18.1 There were a number of meetings of the Board Committees since last NIGALA Board meeting.

Audit & Risk Committee, 4th October 2018

71.18.2 Mr Smyth referred to the *Audit & Risk Committee Report* and the following points were noted:

- The NIAO tabled the final Report to those Charged with Governance at the meeting: NIGALA had a unqualified set of accounts at year end with no recommendations.
- The meeting discussed the quorum of the committee and it was agreed that the wording would be reviewed in the Terms of Reference.

Mr Smyth noted there Internal Audit presented a number of reports, all of which were satisfactory and a credit to all involved.

Social Care Governance Committee, 20th September 2018

74.18.3 Feedback at next meeting.

Information Governance Committee, 25th September 2018

74.18.4 Feedback at next meeting.

72.18 REVIEW OF AUDIT & RISK COMMITTEE TERMS OF REFERENCE

72.18.1 Mr Smyth referred to the *Proposal to Amend the Terms of Reference for the Audit & Risk Committee*. There was brief discussion about the proposed amendment and it was agreed that their approval should be deferred to the next meeting.

ACTION: Audit & Risk Committee Terms of Reference to be deferred to the next meeting.

73.18 ANY OTHER BUSINESS

73.18.1 There was no other business for discussion.

74.18 CONFIDENTIAL ITEMS

74.18.1 There were no confidential items for discussion.

END TIME: 10.05am

DATE & TIME OF NEXT MEETING: 6th DECEMBER 2018 @ 9.30am

Mr Bernard Mitchell, Chair NIGALA

ACTION LIST

OPEN ACTIONS

Minute Ref	Action	By Whom	Progress Noted for Meeting
70.18 Chief Executive's Briefing	<i>liP Report to be circulated to the Board for information.</i>	Mr Sheldon	
	<i>Briefing Paper for the Permanent Secretary to be circulated to the Board for information.</i>	Mr Reynolds	
72.18 Review of Audit & Risk Committee Terms of Reference	<i>Audit & Risk Committee Terms of Reference to be deferred to the next meeting.</i>	Mr Brown	