



***A Meeting of Trust Board to be held at 2.00pm
Thursday, 2 February 2017, Boardroom, Northern Ireland Ambulance
Service Headquarters, Knockbracken Healthcare Park, Saintfield Road,
Belfast BT8 8BH***

Welcome, Introduction and Format of Meeting		Paper Enclosed	Timing Guide
1.0	<u>Apologies</u>		14:00
2.0	<u>Procedure:</u> Declaration of potential Conflict of Interest: Quorum:		
3.0	<u>Minutes of the previous meeting of the Trust Board held 1 December 2016</u> (for approval and signature)	TB/04/02/02/17	14:05
4.0	<u>Matters Arising</u>		14:10
5.0	<u>Chairman's Business</u>		
5.1	Chairman's Update		14:20
6.0	<u>Chief Executive's Business</u>		
6.1	Chief Executive's Update		14:30
7.0	<u>Performance Report as at 30 October 2016</u>		
7.1	Highlight Reports by each Director: Operations Finance Human Resources Medical	TB/05/02/02/17	14:40
8.0	<u>Items for Approval</u>		
8.1	Policy on Attendance Management	TB/06/02/02/17	15:10
9.0	<u>Items for Information/Noting</u>		
9.1	Staff Survey Action Plan	TB/07/02/02/17	15:40
10.0	<u>Forum for Questions</u>		15:55
11.0	<u>Any Other Business</u>		16:00
12.0	<u>Summary & Forward Agenda</u>		16:05

Total Approx Time: 2 hrs 5min

Next meeting of Trust Board will be held on Thursday, 6 April 2017 at 2.00 pm, Western Division (Venue to be confirmed)

Standing Orders

This section is designed to provide information extracted from Standing Orders pertinent to the smooth running of the public Board meeting. The full Standing Orders are available for consideration at any time through the Chief Executive's Office or from the website. The excerpts below represent key items relevant to assist with the management of the Public Meeting.

Admission of Public and the Press

3.17 Admission and Exclusion on Grounds of Confidentiality of business to be transacted

The public and representatives of the press may attend meetings of the Board, but shall be required to withdraw upon a resolution of the Trust Board as follows:

'that representatives of the press, and other members of the public, be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest', Section 23(2) of the Local Government Act (NI) 1972'

3.18 Observers at Board meetings

The Trust will decide what arrangements and terms and conditions it feels are appropriate to offer in extending an invitation to observers to attend and address any of the Trust Board's meetings and may change, alter or vary these Terms and Conditions as it deems fit.

PROCEDURE RELATING TO SUBMISSION OF QUESTIONS FROM THE PUBLIC AT NIAS TRUST BOARD MEETINGS

Questions may be put to the Board which relate to items on the Agenda.

Every effort will be made to address the question and provide a response during the meeting at the appropriate point on the Agenda.

If it is not possible to provide a response during the meeting a written response will be provided within seven days.

Questions must be put to the Board in written form and must be passed to the Senior Secretary before the item on the Agenda entitled "Forum for Questions".

