

**Wednesday 24 May 2023 at 10.00am, Rm 108, Dundonald House**

**AGENDA**

|                             | <b>Agenda Item</b>   | <b>Introduced by</b>                              | <b>Indicative Timings</b> | <b>Paper Reference</b>         |
|-----------------------------|--|---|---------------------------|--------------------------------|
| <b>1</b>                    | Welcome, Apologies and Declaration of Interests  | Chair   | 10.00 – 10.05             |                                |
| <b>2(a)</b>                 | Minutes of Previous Board Meeting  | Chair   | 10.05 – 10.15             | <b>PAPER</b>                   |
| <b>2b)</b>                  | Matters Arising from Previous Board Meeting  | Chair   |                           | <b>PAPER</b>                   |
| <b>3</b>                    | Strategic issues   | Chair   | 10.15 -10.45              |                                |
| <b>ITEMS FOR DISCUSSION</b> |  |   |                           |                                |
| <b>4</b>                    | People: Absence Management   | Paula Bratton/<br>Michael Cooke<br>and Will Young | 10.45 – 11.25             | <b>PRESENTATION/<br/>PAPER</b> |
| <b>5</b>                    | Estate Strategy and Annual Asset Management Plan <ul style="list-style-type: none"> <li>- AFBI Strategic Review of Land and Property</li> <li>- Departmental Asset Management Plan</li> <li>- Estates Sustainability Action Plan</li> <li>- Office Review</li> </ul> | David Reid/<br>Alison Caldwell                    | 11.25 - 12.00             | <b>PRESENTATION/<br/>PAPER</b> |
| <b>6</b>                    | Finance Update   | Roger Downey                                      | 12.00 - 12.25             | <b>PAPER</b>                   |
| <b>7</b>                    | 2022-23 Business Plan Year End and Corporate Risk Register   | Roger Downey                                      | 12.25 - 12.50             | <b>PAPER</b>                   |
| <b>PAPERS TO NOTE</b>       |  |   |                           |                                |
| <b>8</b>                    | ARAC Update  | Sharon McCue                                      | 12.50 – 13.00             | <b>PAPER</b>                   |

|                      |   |                |               |              |
|----------------------|---|----------------|---------------|--------------|
| <b>9</b>             | Decisions Made in the Absence of Ministers  | Sharon McFlynn | 13.00 – 13.05 | <b>PAPER</b> |
| <b>10</b>            | Proposed Annual Schedule of People Related Topics for 2023/24 Departmental Board Meetings | Sharon McFlynn | 13.05 – 13.10 | <b>PAPER</b> |
| <b>11</b>            | H&S Quarterly Update  | Kathryn Clarke | 13.10 - 13.15 | <b>PAPER</b> |
| <b>CLOSING ITEMS</b> |   |                |               |              |
| <b>12</b>            | Any Other Business<br>- June Meeting “Risk Management”<br>- July DB Meeting               | Chair          | 13.15 – 13.20 | <b>PAPER</b> |
|                      | Date of Next Meeting  |                |               | <b>TBC</b>   |