



Independent Monitoring Authority
For the Citizens' Rights Agreements

Agenda

Board Meeting

Date	22 January 2021
Time	10am – 1pm
Location	MS Teams

Item no.	Timing	Item	Sponsor	Lead
1	10.00 (5 mins)	Welcome & Apologies	AF	AF
2	10.05 (5 mins)	Appointment of Executive Members Paper: B2021-01 Summary: To confirm members and formally constitute the IMA Board.	AF	AF
3	10.10 (5 mins)	Declaration of Interests Summary: All to declare any conflicts of interest with agenda items.	AF	AF/HJ
4	10.15 (10 mins)	IMA Board Delegations Paper: B2021-02 Summary: For approval	AF	AB/HJ
5	10.25 (10 mins)	Board Terms of Reference Paper: B2021-03 Summary: For approval	AF	AB/HJ
6	10.35 (5 mins)	Appointment of Committee Members Paper: B2021-04 Summary: For approval	AF	AB/HJ
7	10.40 (15 mins)	January Operational Update Summary: Verbal update	KC	KC

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8	10.55 (45 mins)	IMA Annual Plan 2021 – 2022 Paper: B2021-05 Summary: Discussion and input to first draft	KC	AB/AM
9	11.40 (15 mins)	IMA Framework Document Paper: B2021-06 Summary: To review latest draft	KC	AB/AH
10	11.55 (20 mins)	Finance Report Paper: B2021-07 Summary: For discussion	AB	MR
11	12.15 (15 mins)	NI Equality Duty Paper: B2021-08 Summary: For noting due to deadline 22/1	AB	TG
12	12.30 (10 mins)	Translation Policy Paper: B2021-09 Summary: For approval	AB	AM
13	12.40 (5 mins)	Forward Look Summary: Discussion of future agenda items	AF	HJ
14	12.45 (10 mins)	Any Other Business Summary: Items to be notified to the Chair two working days before the meeting (close 19/1)	AF	AF
15	12.55 (5 mins)	Appointment of Chief Executive Summary: Verbal update. <u>Non Executive Members only.</u>	AF	AF

Next meeting: Thursday 18 February, papers available 11 February.

Information

Initials	Name	Role
AB	Andrew Bagley	Director of Governance and Corporate Services
AF	Ashley Fox	Chairman
AH	Andrew Humphrey	Head of ALB Strategy, Partnership and Reviews (MoJ)
AM	Anna Meredith	Head of Strategy and Communications
HJ	Helen Jenkins	Senior Governance Manager
KC	Kate Chamberlain	Chief Executive
MR	Martin Rowlands	Senior Finance Manager
PE	Pam Everett	Director of Operational Delivery
RD	Rhys Davies	General Counsel
TM	Troy Gallagher	HR Business Partner MoJ