

## Addendum 1 to 2015/16 Business Plan

This addendum updates the 2015/16 Business Plan which received ministerial approval on 5<sup>th</sup> May 2015.

A) The projects outlined below **replace** the project with the corresponding business plan reference.

Ref No.	Project	Statutory Requirement	Aim (Expected impacts)	Lead Officer	Outputs	Key Performance Indicators	Programme Budget
1.2	Pressing Government for action on Older People's issues.	COPNI Act 2011	<p>To reiterate and press for the implementation of recommendations to government provided by the Commissioner through the out-workings of the Hope, Confidence and Certainty Corporate Plan.</p> <p>To reflect the strategic changes in that four year period 2011-2015 and to comment on the lived experience of older people during that time.</p>	Evelyn Hoy	A summary of the outcomes of the Corporate Plan, recommendations to Government, the fulfillment of the Commissioner's statutory powers and duties, engagements with stakeholders, exercising the key statutory duties.	Summary of the outcomes to Government on the inaugural term of the Commissioner for Older People.	<p>Staff Costs: £68,079</p> <p>Overheads: £11,458</p> <p>Programme: £3,600</p> <p>Total: £83,137</p>

Ref No.	Project	Statutory Requirement	Aim (Expected impacts)	Lead Officer	Outputs	Key Performance Indicators	Programme Budget
2.4	Home Care Summit	COPNI Act 2011	To examine the overarching trends in domiciliary care, both in the UK and internationally, and determine what the needs and challenges will be in the coming years.	Evelyn Hoy	<p>Complete a review to improve understanding of</p> <ul style="list-style-type: none"> <li>• user experience</li> <li>• costing</li> <li>• planning</li> <li>• rights</li> <li>• quality</li> <li>• inspection and regulation</li> </ul> <p>Sharing of knowledge and experience between attendees. Commissioner can then advise Government of findings and imperative for action</p>	<p>Summit in September 2015</p> <p>NI Stakeholder attendance / representation</p> <p>Post-Summit report</p> <p>Commissioner's advice to government on future Home Care needs in NI.</p>	<p>Staff Costs: £50,853</p> <p>Overheads: £8,766</p> <p>Programme: £11,234</p> <p>Total: £70,853</p>



Ref No.	Project	Statutory Requirement	Aim (Expected impacts)	Lead Officer	Outputs	Key Performance Indicators	Programme Budget
2.5	Continuing Healthcare	COPNI Act 2011	To review DHSSPS "revised Guidance" re NHS Continuing Health Care in Northern Ireland.	Emer Boyle	Comparative analysis of the position with regard to the provision of continuing healthcare in NI, England and Wales.	Ongoing engagement with DHSSPS officials with regard to the publication of revised "Guidance"  Revised DHSSPS position reviewed.  External Counsel opinion sought on the basis of the comparative analysis, COPNI casework and the DHSSPS revised guidance.	Staff Costs: £10,553  Overheads: £2,008  Programme: £10,000  Total: £22,561
5.1.4	Preliminary scoping of the 2016 - 20 Corporate Plan in preparation for the new Commissioner.	Management Statement and Financial Memorandum (MSFM)  COPNI Act 2011	To ensure that the new Commissioner can begin development of the new Corporate Plan at the earliest opportunity.	Evelyn Hoy	Production of a draft Corporate Plan for the new Commissioner to consider.	Development of the draft Corporate Plan for COPNI 2016-20 completed before the new Commissioner takes up office.	Staff Costs: £42,153  Overheads: £6,158  Programme: £1,000  Total: £59,311

Ref No.	Project	Statutory Requirement	Aim (Expected impacts)	Lead Officer	Outputs	Key Performance Indicators	Programme Budget
5.2.1	Audit and Risk Assurance Committee (ARAC)	Management Statement and Financial Memorandum (MSFM)	To provide a secretariat service to the Audit and Risk Assurance Committee (ARAC) and enable the committee to carry out its functions efficiently and effectively.	Chief Executive	<p>Four (minimum) meetings of the ARAC each year.</p> <p>Papers are fully compliant with internal policies and procedures.</p> <p>Records of the ARAC meetings published on the COPNI website.</p> <p>Recruitment and appointment of a newly designated Committee.</p>	<p>Provision of papers to committee members and attendees, five days prior to the meetings.</p> <p>Accurate and timely minutes of the ARAC meetings signed and published.</p> <p>Selection process completed by 31<sup>st</sup> March 2016 with suitably qualified individuals</p>	<p>Staff Costs: £11,902</p> <p>Overheads: £2,120</p> <p>Programme: £0</p> <p>Total: £24,462</p>

Ref No.	Project	Statutory Requirement	Aim (Expected impacts)	Lead Officer	Outputs	Key Performance Indicators	Programme Budget
5.3.1	Training and Development (T&D) of staff	Management Statement and Financial Memorandum (MSFM)	<p>To undertake a skills audit of all permanent staff and develop a T&amp;D plan for the year.</p> <p>To ensure full attendance at all booked courses and that on return line managers meet with trainees to ensure that the training met the stated objectives.</p> <p>To ensure all members of staff have a completed Training and Development (T&amp;D) plan by year end.</p>	HR Manager	<p>Skills Audit.</p> <p>Training and Development Plan.</p> <p>Monthly monitoring information in relation to T&amp;D undertaken.</p>	<p>To deliver the completed Skills Audit to CE by 31<sup>ST</sup> March 2016.</p> <p>To deliver a T&amp;D plan by of end Q2.</p> <p>To ensure all staff have considered T&amp;D as part of the annual performance process and that T&amp;D opportunities are being undertaken by all staff.</p> <p>To monitor and report on T&amp;D monthly.</p>	<p>Staff Costs: £44,694</p> <p>Overheads: £9,274</p> <p>Programme: £3,000</p> <p>Total: £56,968</p>

B) The projects outlined below an **additional** project to the original 2015/16 Business Plan

Ref No.	Project	Statutory Requirement	Aim (Expected impacts)	Lead Officer	Outputs	Key Performance Indicators	Programme Budget
2.6	Development of Internal Procedures and Criteria for potential future application / use of Investigatory Powers	COPNI Act 2011	To have approved procedures, Guidance and Criteria for application in the event of Commissioner needing to exercise legal Powers of JR / Investigations	Emer Boyle	Scoping undertaken and Internal Policy developed.  Programme of training undertaken and completed by COPNI officers  Criteria developed and agreed with independent counsel review.	Policy, Processes and Criteria in place  COPNI in state of readiness to take action as needed	Staff Costs: £4,212  Overheads: £945  Programme: £9,000  Total: £14,157

Approved by \_\_\_\_\_ (Chief Executive) on \_\_\_\_\_