

**NORTHERN IRELAND CENTRAL SERVICES AGENCY FOR THE
HEALTH AND SOCIAL SERVICES**

Minutes of Proceedings

The 90th meeting of the Agency Board was held on Tuesday 1 April 2008 at 2.30 pm in the Boardroom, CSA Headquarters, 2 Franklin Street, Belfast.

Present

Professor Sean Fulton (Chairman)

John Campbell	Stephen Hodkinson
Geraldine Fahy	Cathal Hughes
Ivan Jackson	Jacqui Kennedy
Hilary McCartan	Teresa Molloy
	Paula Sheils

In Attendance

Amanda Mills

1. **Apologies**

An apology for absence was received from Sean Mahon.

2. **Chairman's Business**

At the outset of the meeting the Chairman welcomed to the meeting a member of the public who is undertaking a course designed specifically for people interested in serving on boards of public bodies or who are currently serving on such boards and wish to develop further their understanding and skills.

3. **Minutes**

(i) **Minutes of the Agency Board meeting held on 26 February 2008**

The minutes of the Agency Board meeting held on 26 February 2008 were approved and signed.

4. **Matters Arising from Minutes**

It was noted that all matters arising are covered in the agenda for today's meeting

5. **Action Sheet from Agency Board Meeting held on 26 February 2008**

The actions arising from the Agency Board meeting held on 26 February 2008 were reported.

Teresa Molloy advised that following investigation by the Agency's IT Department, it was found that a significant number of the PCs in the Legal Directorate are sitting on what is known as a "Citrix" platform which does not pose an immediate risk. The PCs operating under Windows 95 will have a first call on the upgrade of PCs in the ICT refresh programme for 2008/2009. Mr Hodkinson stated that the Department have informally advised that the Agency's capital allocation for 2008/2009 will be £300,000.

6. **Financial Matters**

(i) **Financial Statement for period ended 29 February 2008**

Cathal Hughes presented the financial statement for the period ended 29 February 2008, which showed an underlying surplus of £240,000. The forecast for the year-end shows that the Agency will be in break-even position.

It was noted the disposal of the Adelaide Street building will not be reflected in the Fixed Assets of the Balance Sheet until the production of the Final Accounts.

Hilary McCartan raised concern regarding the non-analysis of the FPS/CS Corporate and FPS/ CS Board sections in the financial statement and suggested that the work to dis-aggregate the figures into other budgets should be given high priority. Cathal Hughes advised that he will endeavour to finalise this piece of work. Mr Hodkinson informed members that a special meeting of SMT took place on 31 March 2008 to consider the budgets for 2008/2009.

Hilary McCartan also requested that an analysis of the debtor position for year-end be considered at the next Board meeting on 29 April. Teresa Molloy suggested that consideration should also be given to undertaking any write-offs for year end in order to reduce any projected surplus.

(ii) **Capital Expenditure Statement for period ended 29 February 2008**

Cathal Hughes presented the Capital Expenditure statement which showed that at the end of February 2008 a total of £376,736 had been spent/committed. The forecast for year-end shows that the capital expenditure programme will have an underspend of approx £90.

7. **Draft Service Delivery Plan for 2008/2009**

Mr Hodkinson advised that work is ongoing on the outstanding sections in the SDP on resourcing, capital funding and budgets for 2008/2009. SMT met yesterday to consider the "first cut" of the budgets for 2008/2009. Directors will now examine the draft budgets and come back to Cathal Hughes with any comments by the end of the first week in April. The Budgets will be presented to the next meeting of the Agency Board on 29 April 2008.

Mr Hodkinson advised members of the relaxation of the vacancy controls process which has allowed appointments on a permanent basis to be made if there was a risk to business continuity.

8. **Review of Public Administration – Update**

Mr Hodkinson reminded members of the workshop for CSA staff on 16 April 2008 and briefed members on the outline programme for the event. The workshop will be facilitated by the Beeches Management Centre and the Minister will address attendees at the commencement of the workshop. Bernard Mitchell, along with key Department staff will also be in attendance for the “question and answer session”.

9. **Agenda for Change**

Members noted correspondence from Mr David Bingham, Director of Human Resources, DHSS PS, setting out the Minister’s expectation that all staff be assimilated onto AFC rates by 30 June 2008. In the correspondence the Department state that 12% of Agency staff still remain to be assimilated. However Jacqui Kennedy informed members that this figure is misleading as the Agency undertakes the AFC matching and assimilation process for a number of small agencies and these appear to be included in the 12% figure. Jacqui confirmed that 59 CSA posts still remain to be assimilated and she is confident that the Agency will meet the Ministerial target date.

10. **Appointments**

(i) **Extension of Appointments of Non-Executive Directors**

Professor Fulton advised that he had received confirmation from the Department to the extension of his appointment as Chairman along with those of all non-executive directors until 31 March 2009.

(ii) **Extension of Appointment of Chairs of Dental and Ophthalmic Committees**

Paula Sheils advised that the Department have confirmed the extension of the terms of appointment of Mr Kenny Graham, Chairman, Dental Committee and Ms Helen Knox, Chairman, Ophthalmic Committee until 31 March 2009.

11. **Any Other Business**

(i) **Declaration and Register of Interests**

Mr Hodkinson reminded members that, under the requirements of Corporate Governance, Board members must complete a Declaration of Interests form every year. The updated Register of Interests will be presented to the May Board meeting.

12. **Date of Next Meeting**

The next meeting of the Agency Board will take place on Tuesday 29 April 2008 at 2.00 pm.

Chair

Chief Executive

Date