

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

Minutes of Proceedings

The 63rd meeting of the Agency Board was held on Wednesday 8 December 2004 at 3.30 pm in Conference Room 5, Champion House, 12/22 Linenhall Street, Belfast.

Present

Professor Sean Fulton (Chairman)

John Campbell	Stephen Hodkinson
Geraldine Fahy	Paul Gick
Ivan Jackson	Jacqui Kennedy
Hilary McCartan	Teresa Molloy
Sean Mahon	Paula Sheils

In Attendance

Amanda Mills
Prof Bob Stout and Dr Michael Neely for Item 12.

1. **Apologies**

There were no apologies.

2. **Chairman's Business**

Professor Fulton referred to the Permanent Secretary's visit to meet with the Board and SMT prior to the commencement of the formal Board meeting. Members agreed that the meeting was helpful and informative.

3. **Minutes of the Meeting held on 8 September 2004**

The minutes of the meeting of the Agency Board held on 8 September 2004 were approved and signed.

4. **Minutes of Special Board Meeting held on 30 November 2004**

The minutes of the Special Board meeting held on 30 November 2004 were approved and signed.

5. **Matters Arising from Minutes**

(i) Minutes of Meeting held on 8 September 2004

There were no matters arising.

(ii) **Minutes of Special Meeting held on 30 November 2004**

Mr Gick advised that work is near completion on the final accounts for 2003/2004 and it is envisaged that the Chairman and Chief Executive will sign the accounts off before Christmas. Once completed the Statement of Internal Control will be incorporated into the Accounts and forwarded to the NIAO. The next step is to produce the financial section of the Agency's Annual Report and finalise the Agency's responses so that the External Auditor can present a final Management Letter.

It was agreed that the draft Annual Report for 2003/2004 will be presented to the Board at its meeting on 25 January 2005. Deloitte Touche have commenced the Review of the Finance Function and it is hoped that a report will be available by the end of January. Mr Hodgkinson will also report on the work of the Investigation Team looking into the factors which gave rise to the Agency's accounts being disclaimed by the External Auditor at the January meeting.

It was also agreed that early in the New Year members would be provided with a package of relevant documents hopefully including the External Auditor's Management Letter and the Agency's response, a copy of the signed final accounts, including the Statement of Internal Control and the Annual Report.

6. **Action Sheet Arising from Agency Board Meeting held on 8 December 2004**

The actions arising from the Agency Board meeting held on 8 December 2004 were reported.

7. **Business Performance and Development Committee – Report of Meeting held on 19 October 2004**

Professor Fulton reported on the key issues emerging from the meeting.

The report on the Review of Nicare had been discussed and at the Committee meeting it was agreed that the report would be considered in depth at the newly constituted Nicare Sub-Committee at the meeting scheduled for 28 October 2004. Jacqui Kennedy made a presentation on the introduction of Agenda for Change across the Health and Personal Social Services and in particular the actions the Agency is taking to implement the new arrangements. It is expected that Mr Hodgkinson and Professor Fulton will attend an accountability review meeting in December in the Department.

8. **Financial Matters**

(i) **Financial Position at 31 October 2004**

Mr Gick presented the financial statement for the period ending 31 October 2004 and drew member's attention to the revised format of the individual reports. The financial position at 31 October 2004 showed that the Agency had a retained surplus of £203,236 and forecast that the Agency will achieve its break-even target at year-end.

Hilary McCartan, Chairman of the Audit Committee, asked Mr Gick if it would be possible to have sight of the balance sheets relating to the financial statements and this was agreed.

9. **Adelaide Street/RSS Antrim Accommodation Project**

Mr Gick advised that the accommodation project is within budget and staff access to the new accommodation scheduled to commence March/April 2005. It is hoped to upgrade in 2005/2006 some aspects of the accommodation in Champion House where Agency staff are housed. It has been arranged for SMT to visit the new accommodation on 14 December 2004.

Teresa Molloy advised that the Business Case for the RSS Antrim accommodation project has been forwarded to DFP for approval and it is hoped that DFP will provide approval fairly quickly. The project is scheduled for completion at the end of December 2005/start of January 2006.

10. **Service Delivery Plan 2004/05 – Progress Report on Achievement – 2nd Quarter**

Members noted the progress report for the first quarter (July – September 2004) giving details of the Agency's achievement in meeting the objectives set out in the Service Delivery Plan for 2004/2005.

11. **Draft Budget Outcome for 2005/2006 and Impact on HPSS**

As requested at the October meeting of the Business Performance and Development Committee Mr Hodgkinson presented a paper explaining the implications for the Agency of the Department's letter to Health and Social Services organisations on the draft budget outcome. These implications are particularly important as they will influence the content of the Service Delivery Plan Objectives for 2005/2006, especially in respect of RSS. Mr Hodgkinson advised that the Department has recently informed Chief Executives that a consultant has been appointed to undertake a full efficiency review of the NI Health and Personal Social Services. It was noted that the Department has also established a Procurement Efficiency Group and Teresa Molloy has been asked to become a member of the group.

These points were noted.

12. **Research and Development Strategy Group**

Professor Stout, R&D Director for the HPSS, presented paper 48/2004 which gave the background to the Agency's decision to revise the aims and objectives of the Research and Development Strategy Group and to create an R&D Sub Committee of the Business Performance and Development Committee for accountability purposes. It was agreed that the Research and Development Strategy Group should be renamed the R&D Strategic Advisory Group and that the Group should be chaired by Professor Stout. Members also considered and agreed to a revised terms of reference for the Group as well as a paper suggesting a revised membership of the Group. It was noted

that this matter had been discussed at the R&D Sub-Committee Meeting on 12 November 2004.

13. **Audit Committee**

(i) **Minutes of Meeting held on 8 September 2004**

The minutes of the meeting held on 8 September 2004 were approved.

14. **Remuneration and Human Resources Committee**

(i) The minutes of the meeting held on 12 May 2004 were approved.

15. **Draft Schedule of Meetings for 2005**

Members noted a draft schedule for Agency Board, Business Performance and Development Committee, Remuneration and Human Resources Committee and Audit Committee meetings for 2005. It was agreed that the Agency Board and Business Performance and Development Committees would commence at 2.00 pm rather than 4.00 pm as in previous years. It was noted that a separate schedule detailing Sub-Committees for 2005 will be circulated to members before Christmas.

16. **Any Other Business**

There was no any other business.

17. **Date of Next Meeting**

The next meeting of the Agency Board will take place on Tuesday 25 January 2005 at 2.00 pm in the Conference Room, Boucher Crescent, Belfast.

Chairman

Chief Executive

Date _____