

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

Minutes of Proceedings

The 62nd meeting of the Agency Board was held on Wednesday 8 September 2004 at 4.00 pm in the Conference Room, Regional Supplies Service, 77 Boucher Crescent, 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
Greg Irwin for Item 11.

1. **Apologies**

There were no apologies.

2. **Chairman's Business**

There was no Chairman's Business.

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

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

4. **Minutes of Special Board Meeting held on 18 August 2004**

The minutes of the Special Board meeting held on 18 August 2004 were approved and signed.

5. **Matters Arising from Minutes**

It was agreed that all relevant matters were covered by the agenda.

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

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

7. **Financial Matters**

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

Mr Gick advised that the financial position to the 31 July 2004 is satisfactory. However he drew members' attention to the income and expenditure position for FPS and Corporate Services which is substantially overspent. The overspend is due in the main to increases in postage and the cost of prescription forms. Mr Gick undertook to request additional funding from the Department to cover the costs of distributing circulars on their behalf and also from the Boards to cover the increase in the cost of prescription forms. Paula Sheils advised that the Agency is now required to store medical records for 25 years and this has added to the increase in costs for off-site storage.

(ii) **Annual Accounts**

As discussed in the confidential section of the meeting the Agency is not yet in a position to submit the annual accounts to the Board for approval.

8. **Adelaide Street Accommodation Project**

Mr Gick advised that the accommodation project is a little behind schedule. Despite this the completion of the project is still scheduled for March/April 2005. Discussions are ongoing with the Eastern Health and Social Services Board regarding provision of facilities management services.

9. **Declaration of Interests for Agency Board Members**

A schedule recording member's interests was tabled. The Declaration of Interests Register is held in the Chief Executive's Office for examination by the Internal and External Auditors.

10. **Service Delivery Plan 2004/05 – Progress Report on Achievement – 1st Quarter**

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

11. **Annual Review of Progress 2003/2004 to the Equality Commission on the Implementation of the Equality and Good Relations Duties under Section 75 of the NI Act 1998 by the CSA**

Greg Irwin presented a draft of the Agency's submission to the Equality Commission on the Annual Review of progress on implementation of the Equality and good Relations Duties under Section 75 of the NI Act 1998. Members approved the Report.

12. **Report on Complaints Received in the First Quarter of 2004/2005**

Mr Hodgkinson advised that under the Code of Openness and Accountability in the HPSS the Agency is required to have a Complaints Policy and Procedure available to the public. Members noted a statement of complaints received by the Agency during the first quarter of 2004/2005. Mrs Molloy advised that the statement does not include supplier complaints which are dealt with under separate arrangements.

13. **Audit Committee**

(i) **Minutes of Meeting held on 18 May 2004**

The minutes of the meeting held on 18 May 2004 were approved.

14. **Any Other Business**

There was no any other business.

15. **Date of Next Meeting**

The next meeting of the Agency Board will take place on Wednesday 8 December 2004 at 4.00 pm. The meeting will be preceded by the Chairman's Christmas Reception at 12.30 pm in Champion House.

Chairman

Chief Executive

Date _____