

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

Minutes of Proceedings

The 70th meeting of the Agency Board was held on Tuesday 20 September 2005 at 3.30 pm in the Boardroom, CSA HQ, 2 Franklin Street, Belfast.

Present

Professor Sean Fulton (Chairman)

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

In Attendance

Amanda Mills

1. **Apologies**

Geraldine Fahy

2. **Chairman's Business**

There was no Chairman's Business.

3. **Minutes of the Meeting held on 21 June 2005**

(i) The minutes of the Agency Board held on 21 June 2005 were approved and signed.

4. **Matters Arising from Minutes**

(i) **Provision of Occupational Health Services to CSA – Minute 4 (i)**

Jacqui Kennedy advised that she has met with Caroline Parkes from the Occupational Health Department based at the Royal Group of Hospitals Trust to finalise the draft Service Level Agreement to provide services specifically to the Agency 3 days per week.

5. **Action Sheet from Agency Board meeting held on 21 June 2005**

The actions arising from the Agency Board meeting held on 21 June 2005 were reported. Mr Hodkinson advised that he has asked Jacqui Kennedy to evaluate the three senior posts outlined in the recommended option in respect of the Review of Finance function.

6. **Business Performance and Development Committee – Report of Meeting held on 23 August 2005**

Professor Fulton reported on issues emerging from the meeting.

Members considered two business development proposals in respect of provision of professional human resources services to the Royal College of Nursing and to undertake at the request of the Department the recruitment process associated with the formation of the “RPA Implementation Unit” at the Department.

Professor Fulton briefed members on the financial difficulties which Nicare has been experiencing and the subsequent decision by the Minister not to support any future investment proposals or the ongoing operation of Nicare as a subsidised part of the HPSS. Since then discussions have taken place with Ni-Co to discuss the possibility of merging Nicare with Ni-Co which operates in a commercial financial framework more appropriate to the Nicare type of business. Mr Hodgkinson advised that he briefed members of the Nicare Sub-Committee at its scheduled meeting held at lunchtime today regarding this issue and Ivan McCabrey had indicated that he intended to speak to the Permanent Secretary of DETI to ask him to ensure that the merger process is accelerated.

Members endorsed the proposal for the implementation of the Deloitte report’s recommendations under Option 3 – “Development of Financial Advisory Role in the Finance Department”.

Members considered and approved Phase 1 of the scheme relating to proposals covering two aspects of capital investment associated with RSS Boucher and RSS Lissue.

7. **“The Compass Service” – Presentation by Kathryn Turner and Lynne Keenan**

Kathryn Turner, Head of Professional Pharmacy Services at the Agency and Lynne Keenan, Pharmacist in the Compass Unit, gave a presentation on the work of Compass, which receives and analyses the Regional Prescribing Information System provided by the Agency. It was noted that the Compass Unit provides GPs with feedback on their prescribing activity, provides GPs with evidence based advice on the use of medicines and produces Compass therapeutic notes. Kathryn Turner advised that the information Compass provides on generics is crucial to the finding of efficiency savings for the Health Service. Members were very impressed with the presentation and all agreed that the work of the Unit should be more widely advertised throughout the Service.

8. **Financial Matters**

(i) **Financial Statement for Period ended 31 July 2005**

Neville Jones presented the Income and Expenditure Statement for the period ended 30 July 2005 which showed a deficit of £362k. He explained the reason for the deficit so early in the financial year due to the Boards reducing their management fees by £500,000 in respect of projected savings arising from the introduction of the EPES Project. However the Department has now accepted that savings from this project will not be achieved until 2007/2008 at the earliest. Mr Hodkinson has written to the Department regarding the reduction of the management fees advising them of the inexorable consequences if the reduction in funding of £500k is not reinstated. Neville Jones briefed members on a range of potential measures which could be taken by the Agency to secure its internal efficiency savings for 2005/06.

(ii) **Capital Expenditure Programme for 2005/2006**

Members considered and approved capital bids amounting to £30,000 in respect of ICT projects which had been previously recommended by the ICT Working Group and SMT for approval. Members endorsed this proposal.

9. **Review of Public Administration – Agency’s Response to Consultation Document**

Members considered and approved the Agency’s draft response to the consultation document on the Review of Public Administration.

10. **Workshop on Review of Agency and Board Functions and Operations**

It was noted that it is now over one year since the Agency Board was reconstituted and Mr Hodkinson and the Chairman have been discussing the need to hold an informal workshop to facilitate consideration of the functioning and operation of the Agency’s services and of the Board. Mr Hodkinson also advised that work on the production of the Agency’s Business Plan for 2006/07 should commence in the near future and would value input from non-executives about the business planning process. Mr Hodkinson will contact Irene Hewitt, Chief Executive of the Beeches Management Centre regarding the facilitation of the workshop. It was agreed that the workshop should take place in November if possible.

11. **Official Opening of CSA HQ, 2 Franklin Street**

Members were reminded that the Permanent Secretary will officially open the CSA HQ on Thursday 27 October 2005. Invitations have been issued to the Agency’s clients, the contractors involved in the refurbishment process and Agency senior staff.

12. **Remuneration and Human Resources Committee**

(i) **Minutes of Meeting held on 24 May 2005**

The minutes of the Remuneration and Human Resources Committee meeting held on 24 May 2005 were approved.

13. **Declaration of Interests Register**

An updated schedule showing the interests declared by members was noted.

14. **Any Other Business**

(i) **Appointment of Replacement Member to FPS Statutory Committee**

Members considered and approved the nomination of Mr Liam Quinn, a member of the Northern Board's Local Dental Committee to replace Mrs Anne O'Rawe on the Agency's Dental Committee.

15. **Date of Next Meeting**

The next meeting of the Agency Board will take place on Tuesday 25 October 2005 at 2.00 pm in the Boardroom, CSA HQ, Franklin Street, Belfast.

Chairman

Chief Executive

Date _____