

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

**Minutes of Proceedings**

The 73<sup>rd</sup> meeting of the Agency Board was held on Tuesday 21 February 2006 at 2.30 pm in the Boardroom, CSA HQ, 2 Franklin Street, Belfast.

**Present**

Professor Sean Fulton (Chairman)

Geraldine Fahy  
Ivan Jackson  
Hilary McCartan

Stephen Hodkinson  
Cathal Hughes  
Jacqui Kennedy  
Paula Sheils  
Teresa Molloy

**In Attendance**

Amanda Mills

1. **Apologies**

Apologies for absence were received from John Campbell and Sean Mahon.

2. **Chairman's Business**

There was no Chairman's Business.

3. **Minutes of the Meeting held on 20 December 2005**

(i) The minutes of the Agency Board held on 20 December 2005 were approved and signed.

4. **Matters Arising from Minutes**

It was noted that any Matters Arising were covered in the agenda for today's meeting.

5. **Action Arising from Agency Board meeting held on 20 December 2005**

The actions arising from the Agency Board meeting held on 20 December 2005 were reported.

6. **Business Performance and Development Committee**

(i) **Report of Meeting held on 24 January 2006**

Professor Fulton reported on issues emerging from the meeting.

The draft programme for the Agency Board/SMT workshop to be held on 31 March 2006 was circulated to members for information.

The timetable for production of financial reports for the Department and Board was circulated to members. It was noted that the deadline for submission of the 2005/06 accounts is 22 May 2006.

7. **Financial Matters**

(i) **Financial Statement for Period ended 31 January 2006**

Cathal Hughes advised that the financial statement for the period ended 31 January 2006 showed a deficit of £698,000 with a forecast deficit for year-end of approximately £767,000. Three of the Health Boards have agreed to fund their capitation share of the requested funds of £407,000 which would reduce the deficit to approximately £360,000.

(ii) **Capital Expenditure Statement**

Cathal Hughes presented the capital expenditure statement for the period ended 31 January 2006 which showed a projected overspend of £78,000. He explained that this was due to a projected overspend in the accommodation budget. The Department has been approached for additional funds to cover this project.

At the January meeting of BPDC members gave approval for an additional bid of £1,775 towards the upgrade of BT private networks, the Board had previously approved £25,000 for this project in 2005. Cathal Hughes advised that it was anticipated that only £9,000 of these funds would be spent before the end of this financial year and requested the Board's approval to spend the remaining balance of £17,775 in 2006/2007 against anticipated capital funds. Board members endorsed this proposal.

(iii) **Draft Recharging Model**

Cathal Hughes presented a draft recharging model which will help determine the budgets for the new financial year. In answer to a question raised by Hilary McCartan Cathal Hughes advised that the budgets for 2006/07 will be presented to the Agency Board meeting in April.

(iii) **Strategic Management of CSA Finances**

Cathal Hughes presented a draft proposal for the strategic management of CSA which it is hoped will help the Agency as a whole manage its finances more efficiently and effectively. The seven essential steps to achieve this comprehensive process were outlined to members.

8. **Review of Public Administration**

As advised by the Permanent Secretary it was noted that the Minister intends to make a statement and issue a consultative document on a preferred option for delivery of the Agency's services at the end of March. It was agreed that Mr Hodkinson would produce a briefing paper in advance of his and the Chairman's meeting with Andrew McCormick on 6 March 2006 stating the Agency's views on how services could be provided to support core services.

9. **Any Other Business**

There was no any other business.

10. **Date of Next Meeting**

The next meeting of the Agency Board will take place on Tuesday 25 April 2006 at 2.00 pm in the Boardroom, CSA HQ, Franklin Street, Belfast.

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Chairman

\_\_\_\_\_  
Chief Executive

Date \_\_\_\_\_