

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

Minutes of Proceedings

The 68th meeting of the Agency Board was held on Tuesday 21 June 2005 at 3.00 pm in the Boardroom, Western Health and Social Services Board HQ, 15 Gransha Park, Clooney Road, Londonderry.

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**

There were no apologies.

2. **Chairman's Business**

There was no Chairman's Business.

3. **Minutes of the Meeting held on 26 April 2005**

- (i) The minutes of the Agency Board held on 26 April 2005 were approved and signed.

4. **Matters Arising from Minutes**

(i) **Provision of Occupational Health Services to CSA – Minute 11 (i)**

Jacqui Kennedy advised that the Department have confirmed that 90% of the original funding applied for by the RGH for Occupational Health Services on behalf of the Agency, Ulster and Community Hospitals Trust and NI Ambulance Service has been approved. An advert has been placed for a H Grade Nurse who will provide services specifically to the Agency 3 days per week.

5. **Action Sheet from Agency Board meeting held on 26 April 2005**

The actions arising from the Agency Board meeting held on 26 April 2005 were reported. Mr Hodkinson advised that due to work pressures the action item on the production of a protocol for dealing with contacts from the Department for capital schemes and other developments remains outstanding

6. **Capital Expenditure Programme for 2005/2006**

Neville Jones advised that the Agency's general capital allocation for 2005/2006 is £400,000 of which £200,000 is for RSS. A paper detailing a list of bids for RSS totalling £200,000 was considered and approved by members.

Resulting from the move into the new building a bid for additional furniture for the new Boardroom and the Chairman's Office was submitted along with a bid for PCs, Laptops and Printers. Members approved the list of capital bids amounting to £70,250, which includes £31,000 previously approved by the Board in April for furniture and equipment for FPS. A further list of capital bids will be considered and prioritised by SMT at its meeting on 29 June 2005.

7. **Business Performance and Development Committee – Report of Meeting held on 24 May 2005**

Professor Fulton reported on issues emerging from the meeting.

Uel Barkley made a presentation on the span of work CFU are currently undertaking.

It has been agreed that Key Performance Indicators (KPIs) should be produced on a quarterly basis for consideration at the Agency's sub-committees.

The progress report for the 2004/2005 Service Delivery Plan was considered.

Teresa Molloy advised that in conjunction with Causeway Trust, RSS have been selected to take part in the pilot scheme of the NI Best Practice Scheme.

8. **Audit Committee**

(i) **Minutes of Meeting held on 19 April 2005**

The minutes of the Audit Committee meeting held on 19 April 2005 were approved.

9. **Remuneration and Human Resources Committee**

(i) **Minutes of Meeting held on 22 March 2005**

The minutes of the Remuneration and Human Resources Committee meeting held on 22 March 2005 were approved.

10. **Declaration of Interests Register**

Mr Hodkinson reminded members to complete the Declaration of Interests Form for 2005/2006. The Declaration of Interests Register will be presented to the next Board meeting in September.

11. **Any Other Business**

Mr Hodkinson advised that Colin Sullivan is off on sick leave at present. It was agreed that the Chairman would write on behalf of the members conveying the Board's best wishes.

12. **Date of Next Meeting**

The next meeting of the Agency Board will take place on Tuesday 13 September 2005 at 2.00 pm in the Boardroom, CSA HQ, Franklin Street, Belfast.

Chairman

Chief Executive

Date _____