

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

Minutes of Proceedings

The 93rd meeting of the Agency Board was held on Tuesday 24 June 2008 at 2.30 pm in the Boardroom, CSA Headquarters, 2 Franklin Street, Belfast.

Present

Professor Sean Fulton (Chairman)

Ivan Jackson	Stephen Hodkinson
Hilary McCartan	Cathal Hughes
	Jacqui Kennedy
	Teresa Molloy
	Paula Sheils

In Attendance

Amanda Mills

1. **Apologies**

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

2. **Chairman's Business**

Professor Fulton informed members that he and Mr Hodkinson are scheduled to attend a NICON briefing for Chairmen and Chief Executives later in the day. The Permanent Secretary plans to be in attendance to brief members on the outcome of the consultation document on HSC Reform.

3. **Minutes**

(i) **Minutes of the Agency Board meeting held on 27 May 2008**

The minutes of the Agency Board meeting held on 27 May 2008 were approved and signed.

4. **Matters Arising from Minutes**

It was noted that all matters arising are covered in the agenda for today's meeting

5. **Financial Matters**

(i) **Draft Budget for 2008/2009**

Cathal Hughes tabled an amended budget paper for 2008/2009, which showed an overall projected bottom line surplus of £41,195. Concern was raised by Hilary McCartan regarding the projected deficit for Legal Directorate (£86,897) and suggested that the Agency's clients for provision of legal services should be alerted to the potential deficit. This matter will be further discussed at the next meeting of the Legal Services Sub-Committee.

Members all agreed that the budgets for fee earning directorates will prove to be a very challenging task for this financial year. Ivan Jackson suggested that business units should look at reassessing their energy costs and investigate energy saving initiatives.

Members approved the budget for 2008/2009.

(ii) **Capital Budget Proposal for 2008/2009**

Members considered ICT capital expenditure bids for 2008/2009 amounting to £160,000 and non-ICT capital expenditure bids totalling £138,000. It was noted that the ICT capital bids had been considered and approved by the ICT Steering Group at its meeting held on 13 June 2008 and that SMT has agreed to the Capital Programme.

Members approved the capital expenditure proposals subject to written confirmation from the Department of the Agency's Capital Allocation for 2008/2009.

6. **ICT Steering Group – Annual Report for 2007/2008**

Members considered and approved the ICT Steering Group's Annual Report for 2007/2008. It was noted that the Report will be cross-referenced with the ICT Controls Assurance Standard and the recommendations made from the Internal and External Auditors on ICT matters.

7. **CSA ICT Policy and User Guide**

Ivan Jackson presented a revised CSA ICT Policy and User Guide for member's approval. Members endorsed the revisions to the guide detailed on Pages 6 & 7 of the document. The revised document will be placed on the Intranet and brought to all staff's attention.

8. **Controls Assurance – Corporate Services – Annual Report to the Agency Board**

Members considered and approved the Annual Report for 2007/2008 which outlined the activity, risks and compliance achieved in respect of the following Controls Assurance Standards:-

- (i) Buildings, Land, Plant and Machinery
- (ii) Security
- (iii) Health and Safety
- (iv) Fire Safety
- (v) Environmental Management
- (vi) Waste Management.

Members approved in particular the report on Fire Safety.

9. **Claims Management Policy – Revised**

Members considered and approved an amendment to Section 5.5 of the Claims Management Policy regarding the “Grading of Claims”.

10. **Agency’s Standing Orders and Standing Financial Instructions – Revised Document and Revised Governance Framework**

Members considered and approved minor amendments to the Agency’s Standing Orders, Standing Financial Instructions and the Agency’s Governance Framework 2008/2009.

11. **Review of Public Administration – Ministerial Announcement – 23/06/08**

Mr Hodkinson tabled a summary document regarding the proposals contained in the Draft Health and Social Care (Reform) Bill which was laid before the Assembly on 23 June 2008. He advised members that the adverts for Chairmen and Chief Executive posts for the newly established bodies will be published in July and August respectively.

12. **Any Other Business**

(i) **Government Opportunities (GO) – Excellence in Public Procurement**

Teresa Molloy informed members that RSS was the “runner up” in the Government Opportunity Awards scheme under the “Sustainability in Procurement” Category. Members commended RSS staff on this achievement.

(ii) **NI Social Club Fund**

The Chairman advised members that it had recently been brought to the Chief Executive’s attention that a CSA Staff Social Club still held funds amounting to £750 in a dormant CSA account. The Social Club ceased its activities in the early 1970’s.

A proposal had been put to the Chief Executive and Chairman that the funds be donated to the NI Children’s Cancer Foundation. Mr Hodkinson had contacted their main organiser of the Social Club who had retired from the Agency and he agreed to the Agency’s proposal.

A cheque for the final amount of funds has now been made out to the NI Children's Cancer Fund and will be presented to the Charity on 26 June 2008 by the Chairman and Chief Executive.

Members noted the position.

(iii) **Annual Appraisal for Non-Executive Directors**

The Chairman advised members that the Department has recently requested that the annual appraisal for Non-Executive directors for the period 1/04/07 – 31/03/08 be completed by 31 July 2008. The Chairman will meet with non-executive directors as soon as possible to discuss the documentation.

(iv) **Teresa Molloy**

It was noted that Teresa Molloy will be on Maternity Leave from 15 July 2008 and that Peter Wilson will be attending the Board and SMT meetings as Acting Director of RSS. The Chairman on behalf of members wished Teresa well.

13. **Date of Next Meeting**

The next meeting of the Agency Board will take place on Tuesday 26 August 2008 at 2.00 pm.

Chair

Chief Executive

Date