

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

Minutes of Proceedings

The 78th meeting of the Agency Board was held on Tuesday 24 October 2006 at 2.30 pm in the Boardroom, CSA Headquarters, 2 Franklin Street, Belfast.

Present

Professor Sean Fulton (Chairman)

Ivan Jackson

Stephen Hodkinson

Cathal Hughes

Teresa Molloy

Paula Sheils

In Attendance

Amanda Mills

Colin Sullivan for Item 10.

At the commencement of the meeting the Chairman welcomed two members of the public who are undertaking a course which has been designed specifically for people interested in serving on the Boards of public bodies or who are currently serving on voluntary boards and wish to further develop their skills.

1. **Apologies**

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

2. **Chairman's Business**

Professor Fulton briefed members on his attendance at the Nikon Conference on 17 October 2006.

3. **Minutes**

(i) **Minutes of Agency Board meeting held on 8 September 2006**

The minutes of the Agency Board meeting held on 8 September 2006 were considered as a true and accurate record of proceedings and were duly signed by the Chairman.

4. **Matters Arising from Minutes**

(i) **Provision of Legal Services – Minute 10**

Mr Hodkinson advised that the Legal Directorate has taken on a significant amount of additional work transferred to the Agency following the decision of the Law Society to require Brangam, Bagnall and Co to cease trading. It is hoped that this will place the Agency on a “firmer footing” when the competitive tendering exercise takes place in the New Year.

5. **Action Sheet arising from Agency Board meeting held on 8 September 2006**

The actions arising from the Agency Board meeting held on 8 September 2006 were reported.

6. **Business Performance and Development Committee**

(i) **Report of Meeting held on 29 September 2006**

Members noted the draft minutes of the meeting held on 29 September 2006.

7. **Financial Matters**

(i) **Financial Statement for Period Ended 30 September 2006**

Cathal Hughes advised that the financial position at the end of September showed a deficit figure of £362,000. The performance graph appended to the statement illustrated that the financial position had slightly improved from August. It was noted that the statement had been produced through the “reporting tool” and the Chairman on behalf of members commended Finance staff on the quality of the financial information. He added that the Agency Board expects a continuation of the standard now achieved and that it regards the systems now used, especially the “reporting tool”, to be the means by which the financial information is provided. Cathal Hughes stated that more work has to be undertaken on the budgets, especially RSS, and he hopes that from next month the financial statements will be sent to Directors for comment in advance of being presented to the Board or BPDC.

(ii) **Capital Expenditure Report for Period Ended 30 September 2006**

Cathal Hughes advised that there remains a balance of 147,000 to spend on Capital Expenditure items before year end. Directors have submitted a list of bids totalling £205,900 and these will be considered at a meeting of the ICT Working Group on 6 November 2006 and SMT on 29 November 2006.

Members noted the position.

8. **Financial Recovery Plan for 2006/07**

Mr Hodkinson briefed members on his meeting with the Department on the Agency's Financial Recovery Plan. The Department praised the Agency on the quality of the Plan and appeared to be very supportive of the action the Agency proposes to take. Teresa Molloy advised that one of RSS's customers has stated their intention to reduce its management fees even though RSS is still meeting the targets identified in the Service Level Agreement. Members raised concern, especially if other customers decide to go along the same lines, and Mr Hodkinson stated that if this becomes the case he will approach the Department to seek guidance.

9. **CSA Finance Directorate – Functions and Purpose**

Members noted a paper on the functions and purpose of the Agency's Finance Directorate. Cathal Hughes advised that the purpose of the paper is to help Finance Directorate focus on their key tasks.

10. **Services to Small HPSS Agencies and Organisations**

Members considered a paper looking at various options for provision of services to the small Agencies. The options ranged from no change, to the Agency withdrawing its services completely. Members endorsed the preferred option, which is to continue to provide services but request additional income. Mr Hodkinson advised that he is scheduled to meet with the Chief Executives of the NI Social Care Council and RQIA where he will take the opportunity to raise the issue of increased fees. Depending on the outcome of that meeting Mr Hodkinson will consider approaching the Department regarding this matter.

11. **Visit to the Agency by Mr David Sissling – 25 October 2006**

Mr Hodkinson advised that Mr David Sissling, Chief Executive Designate is visiting the Agency on 25 October 2006. Mr Hodkinson briefed members on the schedule for the visit which included a short presentation by Directors.

12. **Business Continuity Project**

Members considered a Business Impact Analysis document for the Franklin Street building. Mr Hodkinson advised that this document will be considered by SMT on 25 October 2006.

13. **Audit Committee**

(i) **Minutes of Meeting held on 13 June 2006**

Members considered and approved the minutes of the Audit Committee meeting held on 13 June 2006.

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 Tuesday 19 December 2006 at 10.30 am in the Boardroom, Central Services Agency.

Chair

Chief Executive

Date