

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

**Minutes of Proceedings**

The 64th meeting of the Agency Board was held on Tuesday 25 January 2005 at 2.30 pm in the Conference Room, RSS, 77 Boucher Crescent, Belfast.

**Present**

Professor Sean Fulton (Chairman)

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

**In Attendance**

Amanda Mills  
Simon McGrattan for Item 6.  
Glen Shilliday for Item 10.

1. **Apologies**

Apologies for absence were received from Sean Mahon and Paula Sheils.

2. **Chairman's Business**

There was no Chairman's Business.

3. **Minutes of the Meeting held on 8 December 2004**

The minutes of the meeting of the Agency Board held on 8 December 2004 were approved and signed subject to the following amendment:-

**Minute 10 – Service Delivery Plan 2004/05 – Progress Report on Achievement** – minute should read “Members noted the progress report for the second quarter (July – September 2004 ) .....

4. **Matters Arising from Minutes**

(i) **Service Delivery Plan for 2004/2005 – Minute 10**

Mr Hodkinson advised that SMT had attended a workshop facilitated by George Nixon from the Beeches Management Centre on 24 January 2005. The subject was the Agency's Strategic Orientation and Operational Planning for the period 2005 – 2008. Mr Hodkinson informed members that he had met with John Campbell earlier in the month to review approaches to business planning within for the Agency. At the

Workshop it was agreed that a new three year Corporate Plan with a one year Operational Plan should be produced for presentation to the Board in March. Mr Hodkinson thanked John Campbell for his advice.

5. **Action Sheet Arising from Agency Board Meeting held on 8 December 2004**

The actions arising from the Agency Board meeting held on 8 December 2004 were reported.

6. **Financial Matters**

(i) **Financial Position at 30 November 2004**

Neville Jones presented the income and expenditure summary statement for the period ending 30 November 2004. The financial position showed that the Agency had a retained budget of £229,863 to 30 November 2004 with a break-even forecast at year-end. It was noted that there was a significant increase in expenditure in the current financial year for the storage of FPS records. It was agreed that Paula Sheils would produce a statement for consideration at the March Board meeting assessing the potential financial costs falling to the Agency for retention of FPS records.

Following comments from Hilary McCartan on the income and expenditure analysis statement it was agreed that Neville Jones would review the format and re-examine the summary schedule.

A capital expenditure statement for the period ending 31 December 2004 was presented to members which showed an underspend of £2,053. It was noted that the Agency's Capital Allocation for 2004/2005 is £515,000 (excluding the accommodation project).

Mr Hodkinson reported that in response to a request from the Department the process of carrying forward the provision of two emergency storage facilities at Lissue and Campsie had commenced. These projects had been included in the Service Delivery Plan for 2004/05 which had previously been approved by the Board, subject to the necessary funding being available. These projects had been subsequently brought to the Board for formal approval once funding had been made available to the Agency. In his report Mr Hodkinson stated that a "reverse premium" had been paid to the CSA in respect of the Lissue premises and advice had been sought from the External Auditor on how this funding is to be classified. Members expressed the view that more information was needed about the project and its funding, and it was agreed that there would be further discussion at the next meeting of the Business Performance and Development Committee.

7. **CSA Accommodation Project**

Michael Durkin updated members on progress on the accommodation project. Arrangements were made to allow SMT and the Accommodation Commissioning Team members to undertake a tour of the new site in December 2004. The hand-over of the new building is scheduled to take place in April. Discussion is ongoing with the Eastern Health and Social Services Board concerning the provision of common services and it is hoped to have this matter finalised in the near future.

8. **RSS Antrim Accommodation Project**

Mr Hodkinson reported that DFP approved the Business Case for the RSS Antrim accommodation project in December 2004. The Department has not yet confirmed the funding for the project. The contract cannot be awarded to the building contractor until formal approval is received and, as the validity of the successful tenderer's quotation only ran to November 2004, there is concern that because of missing this date, the cost may be revised. Members noted the position.

9. **Accountability Review for 2004 – Report of Chairman's Meeting with Department on 17 December 2004**

Mr Hodkinson circulated the first draft of the minutes produced by the Department of the Agency's Accountability Review meeting held on 17 December 2004. The Chairman and Chief Executive propose to make amendments to the minutes and when cleared will circulate as appropriate. It was noted that the Review was considered satisfactory by the Department.

10. **EFQM Award for RSS**

Mr Hodkinson reported on RSS's success in being awarded a "Bronze" level award at the recent NI Quality Awards. The assessment was carried out by the Centre of Competitiveness as part of the "Steps to Excellence" programme. Glen Shilliday briefed members on the steps taken by RSS in securing the award. On behalf of members Professor Fulton congratulated the RSS Senior Team and Staff on their achievement.

11. **Audit Committee**

(i) **Minutes of Meeting held on 30 November 2004**

The minutes of the meeting held on 30 November 2004 were approved.

12. **Any Other Business**

There was no any other business.

13. **Date of Next Meeting**

The next meeting of the Agency Board will take place on Tuesday 22 March 2005 at 2.00 pm in the Conference Room, Boucher Crescent, Belfast.

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Chairman

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

Date \_\_\_\_\_