

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

Minutes of Proceedings

The 89th meeting of the Agency Board was held on Tuesday 26 February 2008 at 2.30 pm in the Boardroom, CSA Headquarters, 2 Franklin Street, Belfast.

Present

Professor Sean Fulton (Chairman)

John Campbell	Stephen Hodkinson
Geraldine Fahy	Cathal Hughes
Sean Mahon	Jacqui Kennedy
Hilary McCartan	Teresa Molloy
	Paula Sheils

In Attendance

Amanda Mills

1. **Apologies**

An apology for absence was received from Ivan Jackson.

2. **Chairman's Business**

Professor Fulton reported on his recent visits to RSS offices at the Ulster Hospital and Boucher Crescent where he presented awards to staff to mark 25 years of service.

3. **Minutes**

(i) **Minutes of the Agency Board meeting held on 30 January 2008**

The minutes of the Agency Board meeting held on 30 January 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. **Action Sheet from Agency Board Meeting held on 30 January 2008**

The actions arising from the Agency Board meeting held on 30 January 2008 were reported.

6. **Report of BPDC Meeting held on 12 February 2008**

Members noted the draft minutes of the BPDC meeting held on 12 February 2008.

7. **Financial Matters**

(i) **Financial Statement for period ended 31 January 2008**

Cathal Hughes presented the financial statement for the period ended 31 January 2008, which showed an underlying surplus of £156,000. These figures include the cumulative effects of the outworking of the Recharges Working Group. He advised that the major contributing factors to the surplus are the RSS surplus on stock issues and income from the provision of legal services. Mr Hughes informed members however that it was agreed by the Recharges Working Group that any significant surplus in legal services would be reimbursed to Trusts at year-end. The forecast for the year-end shows that the Agency will be in break-even position.

Members were advised that the management fees for Boards and Trusts have recently been agreed by the Recharges Working Group and invoices will now be sent.

(ii) **Capital Expenditure Statement for period ended 31 January 2008**

Cathal Hughes presented the Capital Expenditure statement which showed that at the end of January 2008 a total of £366,000 had been spent/committed. Geraldine Fahy reported that at the last meeting of the BPDC Legal Services Sub-Committee concern was expressed at the significant number of PCs which are operating with Windows 95 software. It was agreed at the sub-committee that urgent action be taken to replace the hardware/software as it places the network in a vulnerable position. Teresa Molloy agreed to follow up on this action. Any replacements would be funded from the general IT refresh allocation.

8. **Draft Service Delivery Plan for 2008/2009**

Mr Hodkinson presented the second draft of the Service Delivery Plan for 2008/2009 which was revised following members comments at the BPDC meeting on 12 February 2008. It was noted that the SBU objectives are linked to the Agency's strategic objectives and to its strategic risks. Chapters on the budgets and resourcing remain outstanding as work is ongoing on the budgets. Members were advised that the Agency has not received formal confirmation of its capital allocation for 2008/2009. Geraldine Fahy suggested that the section on the Agency's strategic objectives should come before the section on strategic risks. Hilary McCartan welcomed the inclusion of KPIs set out in the individual SBU chapters. However, she suggested that KPIs for the Agency as a whole should be included, eg reference to break-even. Jacqui Kennedy asked members to note that the objectives in the Chapter relating to ODCS will now be disseminated into the appropriate SBUs. The final draft of the Plan will be presented to the Agency Board meeting in late April.

9. **Review of Public Administration – Proposals for Health and Social Care Reform – Consultation Document**

Mr Hodkinson referred to the consultation document on proposals for Health and Social Care Reform issued by the Department on 18 February 2008. The proposal to establish a Common Services Organisation (CSO) was noted with interest and it was agreed that the Agency would focus its attention on this particular issue when drafting its response to the consultation document. The closing date for comments is Monday 12 May 2008 and the draft response will be considered at the BPDC meeting scheduled to take place on 6 May 2008.

10. **Review of Ministerial Visit – 22 February 2008**

Mr Hodkinson referred to the recent visit by the Minister for Health to the Agency on the afternoon of 22 February 2008. The Minister agreed to make a return visit to the Agency for a longer period of time and tour the Directorates. Mr Hodkinson has recently learnt that the Department is proposing to organise a series of workshops for all RPA affected organisations before the closing date of the consultation period on 12 May 2008.

11. **CSA Directorate of Legal Services – Quality Awards**

Mr Hodkinson informed members that the Directorate of Legal Services has recently received the reassessment reports of its Lexcel and ISO 9001 Quality Awards, which recommend re-accreditation of the Directorate to the two Standards. Members were reminded that the Directorate attained re-accreditation of the IIP Standard in 2007. Mr Hodkinson agreed to pass on the Board's congratulations to Alphy Maginness and his staff.

12. **Any Other Business**

(i) **Membership of the Court of the University of Ulster**

Mr Hodkinson referred to the Agency Board meeting on 28 August 2007 where it was agreed that the Agency would not put forward a nomination for membership of the Court of the University of Ulster. Dr Jonathan Jackson, the Agency's Ophthalmic Adviser has been the Agency's nominee under the previous ordinance. The University has recently written to Mr Hodkinson confirming that the Agency will not be represented on the Court but membership will be reconsidered at the end of the next term of office, ie March 2012.

13. **Date of Next Meeting**

The next meeting of the Agency Board will take place on Tuesday 1 April 2008 at 2.00 pm.

Chair

Chief Executive

Date