

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

Minutes of Proceedings

The 66th meeting of the Agency Board was held on Tuesday 26 April 2005 at 3.00 pm in the Conference Room, RSS, 77 Boucher Crescent, Belfast.

Present

Professor Sean Fulton (Chairman)

Geraldine Fahy	Stephen Hodkinson
Hilary McCartan	Neville Jones
Sean Mahon	Jacqui Kennedy
	Paula Sheils
	Teresa Molloy

In Attendance

Amanda Mills

1. **Apologies**

Apologies for absence were received from John Campbell and Ivan Jackson.

2. **Chairman's Business**

There was no Chairman's Business.

3. **Minutes of the Meeting held on 22 March 2005**

(i) The minutes of the Agency Board held on 22 March 2005 were approved and signed.

4. **Matters Arising from Minutes**

(i) **Financial Matters – Minute 4 (i)**

Paula Sheils advised that she has asked Michael Durkin to establish a project team to look at the issue of retention of records for the Agency as a whole. Michael Durkin will commence this project once the accommodation project is completed.

5. **Action Sheet from Agency Board meeting held on 22 March 2005**

The actions arising from the Agency Board meeting held on 22 March 2005 were reported.

6. **Financial Matters**

(i) **Financial Position at 31 March 2005**

Neville Jones presented the financial statement for the period ended 31 March 2005. The Income and Expenditure Analysis shows that the Agency is underspent by £78k at the end of March which is within the break-even target. It was noted that at the end of February the Agency was in a deficit position. However Neville Jones explained that during the month of March the Finance Directorate wrote off a large number of creditors. This is the reason the financial situation is now in a surplus position at year end.

Neville Jones advised that the Agency was allocated £50k towards the implementation costs for 2004/05 for Agenda for Change. However it was unable to spend these funds due to the regional delay in the AFC implementation process. It was agreed that the Agency would surrender these funds to the Department as they could not be used for other than the allocated purpose.

7. **Capital Expenditure – Furniture and Equipment for FPS
Accommodation in New Building**

Mr Hodkinson advised that to date the Agency has not received its capital allocation for 2005/2006. However the Department has confirmed that an allocation of £400,000 will, as in previous years, be made for 2005/2006. Resulting from the move into the new building additional furniture amounting to £11k approx is required for staff rest rooms, a Training Room and a Meetings Room. Also a further amount is needed for storage cabinets and mobile racking for the FPS Directorate amounting to about £19k approx. Members were asked to note that the provision of mobile racking will allow for the reduction of the equivalent of one staff post at a saving of £12,500 per annum.

Members approved this request.

8. **Staff Accommodation Projects**

(i) **Adelaide Street Refurbishment Project**

Mr Hodkinson advised that FPS staff have moved into the new accommodation in Franklin Street. Phase III of the project (demolition of annexe building and retarmacing of car park) has now commenced and will be completed by the end of June. Mr Hodkinson reminded members of the forthcoming tour of the new accommodation, facilitated by Health Estates and the Architects, for Board members and SMT on Tuesday 17 May 2005.

(ii) **RSS Antrim Accommodation Project**

Teresa Molloy presented the architect's plans for the new accommodation in Antrim. The contractors commenced work in March and the timescale for completion of the project is scheduled for February 2006.

9. **Draft Strategic Plan for 2005/2008 and Service Delivery Plan for 2005/2006**

Mr Hodkinson presented a further draft of the Strategic Plan for 2005/08 and the Service Delivery Plan for 2005/2006. It was noted that a section on Corporate Governance is now included in the document. However a Resources Statement has still to be incorporated into the Service Delivery Plan. As part of the performance management process the action plans set out in the Service Delivery Plan will now provide the basis for setting objectives for staff. A progress report will be presented to the Board on a quarterly basis throughout the year.

10. **Audit Committee**

(i) **Minutes of Meeting held on 18 January 2005**

The minutes of the Audit Committee meeting held on 18 January 2005 were approved.

11. **Any Other Business**

(i) **Provision of Occupational Health Services to CSA**

Jacqui Kennedy reported on recent discussions with the RGH concerning provision of Occupational Health Services to the Agency. The quality and cost of this service has been discussed at SMT and it was decided at the last meeting of SMT that the Agency would go out to tender for the provision of Occupational Health Services. The position was noted.

12. **Date of Next Meeting**

The next meeting of the Agency Board will take place on Tuesday 21 June 2005 at 2.00 pm in the Boardroom, WHSSB, Clooney Road, Londonderry.

Chairman

Chief Executive

Date _____