

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

**Minutes of Proceedings**

The 80<sup>th</sup> meeting of the Agency Board was held on Tuesday 27<sup>th</sup> February 2007 at 2.00pm in the Boardroom, CSA Headquarters, 2 Franklin Street, Belfast.

**Present**

Professor Sean Fulton (Chairman)

Stephen Hodkinson  
Ivan Jackson  
Hilary McCartan  
Sean Mahon

Cathal Hughes  
Jacqui Kennedy  
Teresa Molloy  
Paula Sheils

**In Attendance**

Carol Hermin

**1. Apologies**

Apologies were received from Mr Campbell and Mrs Fahy.

**2. Chairman's Business**

None.

**3. Minutes of the Meeting held on 19 December 2006**

The minutes of the Agency Board meeting held on 19 December 2006 were considered as a true and accurate record of proceedings and were duly signed by the Chairman.

**4. Matters Arising from Minutes**

It was noted that any Matters Arising were covered in the agenda for today's meeting.

**5. Action Sheet arising from Agency Board meeting held on 19 December 2006**

The actions arising from the Agency Board meeting held on 19 December 2006 were reported.

**6. Business Performance and Development Committee**

**(i) Report of meeting held on 30 January 2007**

Members noted the draft minutes of the meeting held on 30 January 2007 and requested some minor amendments to the attendees listed.

**7. Financial Matters**

**(i) Financial Statement for period ended 31 January 2007**

Mr Hughes advised that the statement shows a financial deficit of £103k, although good progress has been made in terms of review. The RSS figures were extracted by the Reporting Tool and are almost fully up to date although some further work is required with regard to some of the budgets. This is a major step forward and Mr Hughes thanked Mr McGrattan and the RSS staff. The Variance Analysis, based on budgets using the Reporting Tool, is almost complete, although further information is required on the HR section. The Chief Executive and Finance budgets will be considered separately. *Mr Hughes and Mrs Kennedy to discuss HR section of financial statements.*

Members discussed the Financial Forecast to Year End figures and noted that some adjustments will be made for the Legal Directorate and Regional Supplies sections, although the majority of these figures are correct. Mr Hughes expects the Agency to recover the £250k for EPES this year. Mr Hodkinson advised that the Department and the Trusts are currently working to ensure balanced budgets before the current Trusts are merged into the five new Trusts. In this context the Department has instructed that all interindebtedness should be cleared.

Mr Hodkinson advised that, given changes to some of the costs previously indicated, such as RSS Lissue expenses, some surplus revenue may be available and should be used up in this financial year. Members agreed but noted that staff should be aware that this is not extra monies and that financial restrictions are still in place.

**(ii) Capital Expenditure Statement for period ended 31 January 2007**

Mr Hughes referred to paper 4 / 2007 and advised that there is a projected underspend of £12,000 as some expenditure, such as the £26,297 spent on the EMM Project, is reimbursed to the Agency. Mrs Molloy advised that cleansing at Lissue could result in an overspend of £5,000 and agreed to discuss with Mr Hughes outside the meeting. The Board approved the Capital Expenditure Statement. Members were pleased with how clearly this is laid out.

**8. Draft Service Delivery Plan for 2007 / 2008**

Mr Hodkinson asked members to consider the early draft of the Service Delivery Plan. This will be discussed further at the SMT Workshop on 1 March 2007. Ms McCartan suggested that the reference to “clean accounts” and the statement that the Agency will be “fully audited” on page 2 be amended as the Agency has yet to receive written notification regarding the accounts and as KPMG are currently carrying out in depth audits on the Agency. Members agreed. Mr Hughes advised that the Plan has still to be costed and the supporting budget should be available by the end of March 2007.

**9. CSA Planning Workshop – 1 March 2007**

Members considered the draft agenda for this workshop. Mr J Compton, Chief Executive Designate of the South Eastern Trust, will attend to give his views on shared services. The three broad objectives for the day are Shared Services, planning to manage transition and consideration of issues relating to the Service Delivery Plan. Concerns were raised regarding the role of FPS and its definition as shared services and members agreed to discuss this and similar issues more fully at the workshop.

**10. CSA Research Ethics Committees – Annual Reports for 2005 / 2006**

Dr S McGrath informed members of the purpose and aims of ORECNI and provided an outline of how the three Research Ethics Committees carried out their business (paper 7/2007). The committees consist of both lay members and social and health care professionals who provide a voluntary service to protect the rights, dignity and safety of participants involved in research. Research varies from clinical trials of medicinal products to monitoring social care for vulnerable patients and service users. All research applicants complete a generic form and provide documentation relating to advertising, materials used and insurance etc, which is then considered by the Committees who decide whether the research is favourable, provisional or unfavourable. These Committees also review some UK wide studies. Research can be sponsored by the HPSS, charities, commercial companies and universities.

The 3 Research Ethics Committees in Northern Ireland currently have a budget of approximately £207,000 to cover staff training and other fees. ORECNI also has a key role in advising on research management. The Chairman thanked Dr McGrath for her update and members commended the work carried out by ORECNI staff.

**11. Audit Committee**

**(i) Minutes of Meeting held on 28 November 2006**

Members considered and approved the minutes of the Audit Committee held on 28 November 2006.

**12. Remuneration and Human Resources Committee**

**(i) Minutes of Meeting held on 19 December 2006**

Members considered and approved the minutes of the Remuneration and Human Resources Committee held on 19 December 2006.

**13. Any Other Business**

None.

**14. Date of Next Meeting**

The next meeting of the Agency Board will take place on Tuesday 24 April 2007 at 2pm.

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Chair

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Chief Executive

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Date