

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

**Minutes of Proceedings**

The 84<sup>th</sup> meeting of the Agency Board was held on Thursday 27 September 2007 at 2.30 pm in the Boardroom, CSA Headquarters, 2 Franklin Street, Belfast.

**Present**

Professor Sean Fulton (Chairman)

Geraldine Fahy  
Ivan Jackson  
Hilary McCartan

Stephen Hodgkinson  
Cathal Hughes  
Jacqui Kennedy  
Paula Sheils

**In Attendance**

Amanda Mills

**1. Apologies**

Apologies for absence were received from John Campbell, Sean Mahon and Teresa Molloy.

**2. Chairman's Business**

There was no Chairman's Business.

**3. Minutes**

**(i) Minutes of Agency Board meeting held on 28 August 2007**

The minutes of the Agency Board meeting held on 28 August 2007 were agreed as a true and accurate record of proceedings and were duly signed by the Chairman.

**4. Matters Arising from Minutes**

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

**5. Action Sheet Arising from Agency Board Meeting held on 28 August 2007**

The actions arising from the Agency Board meeting held on 28 August 2007 were reported.

Cathal Hughes advised that due to problems incurred in producing this month's financial statement he was unable to commence the process to introduce "change control" procedures in respect of the General Ledger Reporting Tool operation.

The analysis of the Board members comments on the critical success factors questionnaires has been undertaken and work is now commencing on the responses received from SMT.

Members noted the position.

6. **Financial Matters**

(i) **Financial Statement for Period Ended 31 August 2007**

Cathal Hughes presented the financial statement for the period ended 31 August 2007, which showed a bottom line surplus of £40,000. This performance is a £15,000 favourable variance on the year to date budget profile. Work on internal recharges is progressing well and is providing the Agency with excellent insights on organisational performance. Due to the work on recharges members were advised that management fees have not been agreed with the Agency's customers. As all main clients are engaged in the recharges work this is not as yet causing any problems.

Members were asked to note that the financial statement for Month 6 (September 2007) should include the 2% efficiency savings and possibly the 2.5% uplift in fees.

Hilary McCartan requested that a narrative be provided to accompany the balance sheet for future meetings and this was agreed. She also asked members opinion to the suggestion that the financial statement presented to the Board should be refined and presented in a streamlined fashion. She proposed that the Income and Expenditure statement, variances and the balance sheet be presented to the Board with the individual Directorate statements being considered by the sub-committees of the BPDC. Members endorsed this proposal.

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

Cathal Hughes presented the Capital Expenditure which showed that a small amount of capital funds have been spent to date. A reminder was sent to Directors urging them to raise their requisitions as a matter of urgency and it is envisaged that significant spending will occur in October and November. A further capital expenditure programme will be presented to the Board in November/December for approval. Mr Hodkinson assured members that he was confident that the Agency will spend its full capital allocation in this financial year.

Members noted the position.

7. **Audit of Accounts and External Auditor's Report for 2006/2007**

Cathal Hughes tabled a copy of the Agency's Annual Accounts for 2006/2007 to members. The Accounts were approved by the Agency Board and were duly signed by the Chairman and the Chief Executive.

A further copy of the draft Annual Report for 2006/2007 which now included the sections relating to Finance - the Statement of Internal Control (SIC), the Corporate Governance Section and the statements on the Agency's financial performance for 2006/2007 - was tabled to members. It was noted that the Certificate of the Comptroller and Auditor General has still to be included.

Members approved the Report.

8. **Provision of Professional Scientific Support to the Research and Development Office**

Mr Hodkinson presented Paper 54/2007 detailing the circumstances which have arisen in relation to the recruitment process for the post of Director of Research and Development to the HSC, and the steps the Agency has taken to ensure continuity of service.

Members noted the position.

9. **Award of IIP Accreditation to Legal Directorate**

Mr Hodkinson advised that following an assessment during the Summer the Agency has recently been notified that the Legal Directorate have been successful in attaining the IIP Accreditation. The Chairman on behalf of members congratulated Alphy Maginness and his team on this very worthy achievement.

10. **Audit Committee**

(i) **Minutes of Meeting held on 14 June 2007**

Members considered and approved the minutes of the Audit Committee meeting held on 14 June 2007.

11. **Remuneration and Human Resources Committee**

(i) **Minutes of Meeting held on 24 April 2007**

Members considered and approved the minutes of the Remuneration and Human Resources Committee meeting held on 24 April 2007.

12. **Declaration and Register of Interests**

The Board noted the Declaration of Interest Register held by the Agency at 27 September 2007.

13. **Any Other Business**

(i) **Consultation Document on Shared Services**

Mr Hodkinson referred to the publication of the consultation document on Shared Services which was issued on 24 September 2007. It was suggested and agreed that a workshop for Agency Board and SMT members should be organised in early November to help shape a response to the document. It was noted that responses to the consultation document must be with the Department before the closing date of 19 December 2007. The Chief Executive's Office will make the necessary arrangements to organise the workshop and Mr Hodkinson will contact appropriate officers in the HSC and the Department inviting them to engage in some of the sessions. The Workshop will hopefully be held in the Beeches Management Centre and Mr Hodkinson intends to ask Irene Hewitt, Director, Beeches Management Centre, to facilitate the event.

14. **Date of Next Meeting**

The next meeting of the Agency Board is scheduled to take place on Tuesday 30 October 2007.

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Chair

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Chief Executive

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Date