

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

Minutes of Proceedings

The 86th meeting of the Agency Board was held on Tuesday 27 November 2007 at 2.30 pm in the Boardroom, CSA Headquarters, 2 Franklin Street, Belfast.

Present

Professor Sean Fulton (Chairman)

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

In Attendance

Amanda Mills
Colin Sullivan for Agenda Items 8 and 9.

1. Apologies

Apologies for absence were received from Geraldine Fahy and Ivan Jackson.

2. Chairman's Business

At the outset of the meeting the Chairman welcomed to the meeting 2 members of the public who are undertaking a course designed specifically for people interested in serving on boards of public bodies or who are currently serving on such boards and wish to develop further their understanding and skills.

3. Minutes

(i) Minutes of Agency Board meeting held on 30 October 2007

The minutes of the Agency Board meeting held on 30 October 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 all matters arising are covered in the agenda for today's meeting.

5. **Action Sheet Arising from Agency Board Meeting held on 30 October 2007**

The actions arising from the meeting held on 30 October 2007 were reported to the Board.

6. **Financial Matters**

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

Cathal Hughes presented the financial statement for the period ended 31 October 2007, which showed a bottom line surplus of £80,000. This sum is based on the revised budget figures which now include the 2% reduction for cash releasing efficiencies and the 2.5% increase in pay and price uplifts. At present a forecast deficit is projected of approx £150,000.

There was a short discussion of possible measures that could be deployed to help further reduce this deficit. It was agreed that a continued monitoring of progress along with the possibility of deferring some spending in the last quarter would be enough to keep the situation under control.

Cathal Hughes highlighted the major variances in the financial statement which included Management Fees £281,000 over budget, miscellaneous income and salaries £131,000 and £461,000 under budget respectively, and the reasons for the variances.

Members were greatly encouraged by the overall financial performance to date.

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

Cathal Hughes presented the Capital Expenditure statement which showed that at the end of October 2007 a total of £51,156 of capital funds has been spent and a further £91,422 committed. It is estimated that a further £208,613 will be required to complete the capital expenditure programme previously approved by the Board. Additional capital bids amounting to approx £25,000 will be considered at SMT at its meeting on 28 November 2007. Formal approval will be sought at the December Board meeting. A balance of £4,000 remains and a proposal was put to members to use these funds to purchase PCs and hardware replacement. Members endorsed this proposal.

7. **Update on Work of SFF Recharges Working Party**

Cathal Hughes referred to the summary reports on the review of the recharging process which were presented to the Strategic Finance Forum (SFF) at its meeting on 16 November 2007. It was noted that the work to date undertaken by the Agency has been approved by the SFF. Cathal Hughes explained however that the work on the review of costs and charging apportionments by Legal Directorate remains outstanding due to further analysis being required. It is expected that this exercise will be complete for consideration at the December SFF meeting. SFF have examined the mechanism for calculating recharges and have advised that they are very pleased

with the work the Agency has done to date and have congratulated the Agency on the transparency of the recharging process.

Members noted the position.

8. **Transformation of Business Services in Health and Social Care – Shared Services – Consultation Document**

Colin Sullivan presented paper 68/2007 detailing the first draft of the Agency's response to the Department on the consultation document on Shared Services. The response has captured the main points which emerged from the Agency Board/SMT workshop held on 6 November 2007. Professor Fulton suggested that reference should be made to the remit of the National Services in Scotland which undertakes the finance and human resources shared services work in Scotland. It is noted that the high level Equality Impact Assessment (EQIA) on the transformation of Business Services in Health and Social Care – Shared Service - has recently been issued with a closing date of 14 January 2008 for responses.

9. **Business Continuity Planning**

Colin Sullivan briefed members on the development of a Business Continuity Plan for the Agency's functions based at Franklin Street. It was noted that a Business Continuity Plan already exists for the Regional Supplies Service. Testing of the Plan will take place on Wednesday 5 December 2007 with Hewlett Packard who will present an Incident Management Exercise and assess the Agency's response. The final draft of the Business Continuity Plan will be presented to the Board in either December or January for formal approval.

Members noted the position.

10. **Draft Schedule of Dates of Agency Board and Committee Meetings for 2008**

Members noted the schedule of Board and Committee meetings for 2007. Professor Fulton asked members if they had any objections to holding the Board meetings in 2008 in the mornings rather than the afternoons. Members agreed to consider this proposal and come back to the Chairman if it posed any problems. Cathal Hughes advised that the financial statement for the period ended 30 November 2007 may have to be tabled to members at the December Board meeting due to the meeting taking place a week earlier than usual. Mr Hodkinson alerted members to the fact that a special Board meeting may have to be called in early January to consider the current year's financial position and the impact of the CSR efficiency savings.

11. **Any Other Business**

(i) **Fixed Assets**

Cathal Hughes informed members that Agency's former premises in Adelaide Street will be auctioned on Thursday 6 December 2007. At present the building is included on the Agency's balance sheet however when it is sold it will effectively have to be removed at year end. Cathal Hughes has been in negotiations with the Department on the accounting procedures with regard to the disposal of assets and plans to discuss this matter with the external auditors in the near future.

Members noted the position.

12. **Date of Next Meeting**

The next meeting of the Agency Board is scheduled to take place on Tuesday 18 December 2007 at 10.30 am.

It was noted that a buffet lunch will be held for Board members and Agency's Directors immediately after the Board meeting.

Chair

Chief Executive

Date