

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

Minutes of Proceedings

The 91st meeting of the Agency Board was held on Tuesday 29 April 2008 at 2.30 pm in the Boardroom, CSA Headquarters, 2 Franklin Street, Belfast.

Present

Professor Sean Fulton (Chairman)

Geraldine Fahy
Hilary McCartan

Stephen Hodkinson
Cathal Hughes
Jacqui Kennedy
Teresa Molloy
Paula Sheils

In Attendance

Amanda Mills

1. **Apologies**

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

2. **Chairman's Business**

There was no Chairman's Business.

3. **Minutes**

(i) **Minutes of the Agency Board meeting held on 1 April 2008**

The minutes of the Agency Board meeting held on 1 April 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 1 April 2008**

The actions arising from the Agency Board meeting held on 1 April 2008 were reported.

In answer to a question from Hilary McCartan Cathal Hughes confirmed that the work on the dis-aggregation of the figures contained in “FPS CS Board” and “FPS CS Corporate Services” has commenced.

6. **Financial Matters**

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

Cathal Hughes presented the financial statement for the period ended 31 March 2008, which showed an underlying surplus of £201,000. Members were asked to note that these figures will be subject to the rigours of final accounts preparation and to external audit, so the final outturn figure may be different.

In response to a question regarding the cumulative surplus for year-end Mr Hughes advised that despite reducing the fees for provision of legal services for the month of March, Legal Directorate still achieved a surplus due to higher than expected time charged to non-Trust clients. In addition the surplus on issues for the year amounted to £140,000.

Hilary McCartan raised concern regarding the significant deficit figure for FPS shown in the Income and Expenditure statement. Paula Sheils advised that she will meet with the Director of Finance for an in-depth analysis and review on how this figure was calculated.

It was suggested that in future any action required on the issue of Fixed Assets should be dealt with during the said financial year rather than waiting to year-end.

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

Cathal Hughes presented the Capital Expenditure statement which showed that at the end of March 2008 a total of £411,828 had been used which has resulted in a marginal underspend of £2,740.

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

Mr Hodkinson presented a final draft of the Service Delivery Plan for 2008/2009 which now included the section on resourcing of the plan. Cathal Hughes advised that he will present the budgets for 2008/2009 to the May Board meeting. As is the norm the progress reports will be considered on a quarterly basis by the Board and scrutinised by the various sub-committees of the BPDC.

8. **Draft Response to Consultation Document on Proposals for Health and Social Care Reform**

Mr Hodkinson presented the first draft of the response to the consultation document on proposals for Health and Social Care Reform. Members suggested a number of recommendations to the draft and it was agreed that Mr Hodkinson would consider these and present a further draft for consideration at the BPDC meeting scheduled to take place on Tuesday 6 May.

9. **Corporate Governance Controls Assurance Standard – Code of Conduct and Accountability**

Jacqui Kennedy presented paper 22/2008 for members approval. She explained that the Internal Auditors had recommended that as part of the action plan in relation to the assessment of the Corporate Governance Controls Assurance Standard for 2006/2007 the Codes of Conduct and Accountability should be formally endorsed by the Agency Board and its Senior Management Team. The Codes were recommended for approval by the Board at the SMT meeting on 27 February 2008.

Members endorsed SMT's recommendation and formally approved the Code of Conduct and Accountability.

10. **Draft “Zero Tolerance on Abuse of Staff” Policy**

Jacqui Kennedy presented a draft Zero Tolerance on Abuse of Staff policy for members' approval as directed by the Department's circular HSS (Gen) (3) 2007 – “Zero Tolerance on Abuse of Staff, Protecting Healthcare and Emergency Staff from Violence”. Jacqui Kennedy advised that the policy has been considered and approved by SMT on 27 February 2008 and recommended for formal endorsement by the Agency Board. It was noted that the Beeches Management Centre hold training courses for HSC staff on how to deal with incidences of violence, either verbal or physical, against staff.

Members approved the policy.

11. **Audit Committee**

(i) **Minutes of Audit Committee Meeting held on 29 January 2008**

Members considered and approved the minutes of the Audit Committee meeting held on 29 January 2008.

(ii) **Internal Audit Plan for 2008/2009**

Members considered and approved the Internal Audit Plan for 2008/2009 with the proviso that it would operate to a wider scope than financial issues.

12. **Remuneration and Human Resources Committee**

(i) **Minutes of Meeting held on 18 December 2007**

Members considered and approved the minutes of the Remuneration and Human Resources Committee meeting held on 18 December 2007.

11. **Any Other Business**

(i) **Declaration and Register of Interests**

The Board noted the Declaration of Interest Register held by the Agency at 29 April 2008.

12. **Date of Next Meeting**

The next meeting of the Agency Board will take place on Tuesday 27 May 2008 at 2.00 pm.

Chair

Chief Executive

Date