

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

Minutes of Proceedings

The 88th meeting of the Agency Board was held on Wednesday 30 January 2008 at 3.30 pm in the Boardroom, CSA Headquarters, 2 Franklin Street, Belfast.

Present

Professor Sean Fulton (Chairman)

Ivan Jackson

Stephen Hodkinson

Cathal Hughes

Jacqui Kennedy

Teresa Molloy

Paula Sheils

In Attendance

Amanda Mills

1. **Apologies**

Apologies for absence were received from John Campbell, Geraldine Fahy, Sean Mahon and Hilary McCartan.

2. **Chairman's Business**

The Chairman referred to the cancellation of the Minister's visit to the Agency scheduled for today. He advised members that the Minister's Private Office will be in contact to suggest a replacement date for the visit in the not too distant future.

3. **Minutes**

(i) **Minutes of the Agency Board meeting held on 18 December 2007**

The minutes of the Agency Board meeting held on 18 December 2007 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 18 December 2007**

The actions arising from the Agency Board meeting held on 18 December 2007 were reported.

6. **Financial Matters**

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

Cathal Hughes presented the financial statement for the period ended 31 December 2007, which showed a bottom line surplus of £39,000. These figures include the cumulative effects of the outworking of the Recharges Working Group. The position on funding for AFC remains unsure from 1 April 2009 onwards. The forecast for the year-end shows that the Agency will be in break-even position.

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

Cathal Hughes presented the Capital Expenditure statement which showed that at the end of December 2007 a total of £113,384 had been spent and another £121,511 committed. A further £142,210 is committed and will be required to complete the capital expenditure programme previously approved by the Board. It was suggested and agreed to spend the remaining capital funds amounting to £3,000 on the purchase of PCs.

It was agreed that, if any further capital bids emerge before year-end and funds are available, the Chairman can approve the request in order to expedite matters.

7. **RSS Business Continuity Plan**

Teresa Molloy presented the Business Continuity Plan for RSS Services which, as required under the Emergency Planning Controls Standard, must be formally approved by the Agency Board. It was noted that RSS plans to undertake a desk-top incident plan by year-end.

Members approved the Plan and noted that there is now a Business Continuity Plan covering all CSA's services.

8. **Audit Committee**

(i) **Minutes of the Audit Committee Meeting held on 26 November 2007**

Members considered and approved the minutes of the Audit Committee meeting held on 26 November 2007.

9. **Any Other Business**

(i) **RPA**

Mr Hodkinson advised that, subject to the outcome of the announcement by the Minister on the restructuring of the HSC, it may be necessary to organise a special meeting of the Board at short notice.

Chair

Chief Executive

Date