

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

Minutes of Proceedings

The 85th meeting of the Agency Board was held on Tuesday 30 October 2007 at 2.30 pm in the Boardroom, CSA Headquarters, 2 Franklin Street, Belfast.

Present

Professor Sean Fulton (Chairman)

Ivan Jackson

Hilary McCartan

Stephen Hodkinson

Cathal Hughes

Jacqui Kennedy

Teresa Molloy

In Attendance

Amanda Mills

1. Apologies

Apologies for absence were received from John Campbell, Geraldine Fahy, Sean Mahon and Paula Sheils.

2. Chairman's Business

At the outset of the meeting the Chairman welcomed to the meeting a member of the public who is 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 27 September 2007

The minutes of the Agency Board meeting held on 27 September 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 27 September 2007

The actions arising from the Agency Board meeting held on 27 September 2007 were reported.

6. **Financial Matters**

(i) **Financial Statement for Period Ended 30 September 2007**

Cathal Hughes presented the financial statement for the period ended 30 September 2007, which showed a bottom line surplus of £87,000. This sum is based on the budget before any adjustment is made for cash releasing efficiencies or pay and prices uplifts. The issue of efficiency savings for this financial year will be discussed at the next meeting of SMT and also the recent correspondence from the Department in respect of the Comprehensive Spending Review announcing that 3% cash releasing efficiency savings will be required from Boards and Trusts in each of the next three financial years commencing April 2008.

Hilary McCartan commended Cathal Hughes on the presentation of the refined financial information and suggested that consideration should be given to the production of a KPI Indicator Schedule to accompany the financial statement. Mr Hodkinson advised that the Agency has already commenced the process of developing productivity, quality and cost effectiveness measures as required by the Department and these will be considered at the individual business unit sub-committee meetings.

Cathal Hughes advised that the work on recharges is near completion and subsequently invoices for management fees will be raised. Members' attention was drawn to the fact that the Directors of Finance are monitoring the Agency's financial position due to the additional income received last year in respect of provision of legal services. Cathal Hughes stressed the importance of maintaining rigorous financial monitoring to ensure that the Agency breaks even at year-end.

(ii) **Capital Expenditure Statement for period ended 30 September 2007**

Cathal Hughes presented the Capital Expenditure statement which showed that a limited amount of capital funds have been spent to date. It was noted however that a significant number of orders have been raised and that the tender process has commenced on other projects where it is envisaged funds will be spent early in the New Year.

Members were briefed on 2 new accommodation projects in RSS (Ards) and the Agency's Franklin Street premises costing approximately £20,000 and £23,000 respectively. A more detailed analysis of the projects will be submitted to the Agency Board at a later date but at this stage members were asked for approval in principle to commence these projects. Members endorsed these proposals. Teresa Molloy asked for approval to spend a further £3,000 capital funds in respect of the refurbishment of the canteen area in the Boucher Crescent premises. Members approved this proposal. It was noted that there remained a balance of approximately £25,000 in the capital fund and it was agreed that Directors would be asked to submit a further list of ICT and non-ICT bids for consideration at either the November or December Board meeting.

Members noted the position.

7. **Annual Report for Activities of OREC NI and HSS RECs for 2006/2007**

Mr Hodkinson presented the annual reports on the work of HSS Research Ethics Committees (RECs) for 2006/2007. It was noted that each Research Ethics Committee is made up from members of the general public as well as social care and healthcare professionals, who provide a voluntary service to protect the rights, dignity and safety of research participants by ensuring that the research projects conform to generally accepted ethical principles and standards. Board members were greatly impressed by the number and wide range of research applications considered by the three committees and it was agreed that Professor Fulton would write on behalf of the Board to REC members to thank them for their continued engagement in the work of the Research Ethics Committees.

8. **Service Delivery Plan for 2007/2008 – Progress Report for 2nd Quarter**

Members noted the progress report for the second quarter (July – September 2007) giving details of the Agency's achievement in meeting the objectives set out in the Service Delivery Plan for 2007/2008. It was noted that the individual reports had previously been considered by the BPDC Sub-Committees.

9. **RPA Update**

Members noted correspondence from the Minister for Health dated 8 October 2007 to all staff in the HSC explaining that it was unlikely that there would be any more structural changes before March 2009 and that he therefore expected that all existing services will be maintained until that date. Mr Hodkinson tabled a further letter from the Minister to the Chairman advising that the Department will shortly be sending a letter to HSC organisations regarding the proposed extension to the appointments of the Chairman and non-executive directors to 31 March 2009. Professor Fulton stressed that it was imperative in terms of governance that the Agency continues with the proper non-executive membership. In answer to a question from Hilary McCartan in respect of the level of remuneration for CSA non-executive directors when compared to those in Boards/Trusts, Professor Fulton advised that he will raise this matter at his annual performance assessment with the Department.

Mr Hodkinson referred to the forthcoming workshop for Agency Board and SMT members on shared services. The workshop will be facilitated by Irene Hewitt, Chief Executive of the Beeches Management Centre. William McKee, Chief Executive, Belfast HSC Trust and Peter Harvey, Programme Director (Designate), HSC have been invited to address the workshop. The objective of the workshop is to produce an outline response to the consultation document on shared services. The closing date for comments to the consultation document is 12 December 2007.

10. **Any Other Business**

There was no any other business.

11. **Date of Next Meeting**

The next meeting of the Agency Board is scheduled to take place on Tuesday 327
November 2007.

Chair

Chief Executive

Date