

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

Minutes of Proceedings

The 65th meeting of the Agency Board was held on Tuesday 22 March 2005 at 4.30 pm in the Conference Room, RSS, 77 Boucher Crescent, Belfast.

Present

Professor Sean Fulton (Chairman)

Geraldine Fahy
Ivan Jackson
Sean Mahon

Stephen Hodkinson
Neville Jones
Jacqui Kennedy
Paula Sheils
Teresa Molloy

In Attendance

Amanda Mills

1. **Apologies**

Apologies for absence were received from John Campbell and Hilary McCartan.

2. **Chairman's Business**

Professor Fulton advised that he and Mr Hodkinson had attended on the evening of 21 March 2005 a meeting for Chairs and Chief Executives on the launch of the Review of Public Administration consultative document. The official launch had been held at the City Hall earlier in the day and Alphy Maginness represented the Agency. The Review recommends that the CSA should remain as a statutory body. However reference is made in the document to the creation of a "shared services" approach to delivery of some unspecified services and this could have implications for the Agency. This matter will be placed on the agenda at a future Agency Board meeting as a substantive item.

3. **Minutes of the Meeting held on 25 January 2005**

- (i) The minutes of the Agency Board held on 25 January 2005 were approved and signed subject to the following amendment:-

The entry under "Apologies" –should read – "Apologies for absence were received from Sean Mahon and Teresa Molloy".

4. **Matters Arising from Minutes**

(i) **Financial Matters – Minute 6 (i)**

Paula Sheils advised that she has asked Michael Durkin to establish a project team to look at the issue of retention of records for the Agency as a whole. She will report on progress to the April Board meeting.

5. **Action Sheet from Agency Board meeting held on 25 January 2005**

The actions arising from the Agency Board meeting held on 25 January 2005 were reported.

6. **Business Performance and Development Committee**

(i) **Minutes of Meeting held on 19 October 2004**

The minutes of the Business Performance and Development Committee held on 19 October 2004 were approved.

(ii) **Report of Meeting held on 22 February 2005**

Professor Fulton reported on issues emerging from the meeting.

The Chairs of the BPDC sub committees briefed members on the meetings held in January and February 2005. The minutes of the sub-committees held in October and November 2004 were considered and approved by the BPDC.

The Fire Safety Annual Report for 2004 was considered.

Members considered a paper setting out the proposed terms of reference and membership of the ICT Steering Group and Working Group. It was agreed that Ivan Jackson would become Chairman of the ICT Steering Group and John Campbell a member.

Members noted the progress report for the third quarter (October – December 2004) giving details of the Agency's achievement in meeting the objectives set out in the Service Delivery Plan for 2004/2005.

7. **Financial Matters**

(i) **Financial Position at 28 February 2005**

Neville Jones presented the Capital Statement for the period ended 28 February 2005. Members were asked to note that the Department had confirmed that the grant from CAWT in respect of the Campsie Warehouse could be classified as capital. He advised however that since the February BPDC meeting KPMG have written to the Agency raising further queries regarding the "reverse premium" in respect of the Lissue Warehouse. It was agreed that members will be kept apprised of developments.

Neville Jones informed members that as agreed at the February BPDC meeting he had met with Hilary McCartan to review the format of the financial statements being presented to Board Members and SMT. The financial statements in the amended format were tabled for members and it was pointed out that the statements now show actual income rather than budgeted income. The Income and Expenditure Analysis shows that the Agency is overspent by £132k at the end of February with a forecast overspend of £145k at year end which is within the break-even target. Neville Jones confirmed that the figures were robust. Members all agreed that the new format was much easier to comprehend and congratulated all concerned for their hard work and diligence in reaching an agreed format.

(ii) **Audit of Accounts for 2003/2004**

Neville Jones advised that the Management Letter for 2003/2004 had been forwarded to the NI Audit Office (NIAO). The Agency is still waiting for a statement from the NIAO for incorporation into the Agency's Annual Report for 2003/04. It was agreed that the Agency should produce a position statement which can be used to respond to any queries regarding the 2003/04 accounts position following issue of the NIAO Report.

8. **Staff Accommodation Projects**

(i) **Adelaide Street Refurbishment Project**

Mr Hodkinson advised that staff will start to move into the new on 15 April 2005. Negotiations are ongoing with the Eastern Board regarding a joint arrangement for the provision of facilities management services to the new accommodation at Franklin Street and Champion House. Mr Hodkinson will discuss with the Chairman arrangements for an official opening of the new accommodation later in the year.

(ii) **RSS Antrim Accommodation Project**

Teresa Molloy confirmed that the Department had approved additional funding for the Antrim Accommodation project designed to replace the existing RSS accommodation in Antrim and that the contractors commenced work on 21 March 2005. The project is due for completion in early 2006.

8. **Draft Strategic Plan for 2005/2008 and Service Delivery Plan for 2005/2006**

Mr Hodkinson presented the draft Strategic Plan for 2005/08 and the Service Delivery Plan for 2005/2006. It was noted that the action plans set out in the Service Delivery Plan will now provide the basis for setting objectives for staff as part of the performance management process. It was agreed that members would submit any comments to the Chief Executive by Friday 8 April 2005 with a revised draft being considered at the April Board meeting.

9. **Remuneration and Human Resources Committee**

(i) **Minutes of Meeting held on 23 November 2004**

The minutes of the Remuneration and Human Resources meeting held on 23 November 2004 were approved.

10. **Any Other Business**

There was no any other business.

11. **Date of Next Meeting**

The next meeting of the Agency Board will take place on Tuesday 26 April 2005 at 2.00 pm in the Conference Room, Boucher Crescent, Belfast.

Chairman

Chief Executive

Date _____