

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

Minutes of Proceedings

The 72nd meeting of the Agency Board was held on Tuesday 20 December 2005 at 2.30 pm in the Boardroom, CSA HQ, 2 Franklin Street, Belfast.

Present

Professor Sean Fulton (Chairman)

John Campbell
Hilary McCartan

Stephen Hodkinson
Neville Jones
Jacqui Kennedy
Paula Sheils
Teresa Molloy
Cathal Hughes

In Attendance

Amanda Mills

1. **Apologies**

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

2. **Chairman's Business**

Professor Fulton reported on his attendance at a NICON meeting of Chairs where RPA was the main matter of discussion. RPA was also the main agenda item at an Institute of Healthcare Management (IHM) seminar on 14 December 2005 at which Department officials, Andrew McCormick, Paul Simpson, Denis McMahan and David Bingham made presentations.

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

- (i) The minutes of the Agency Board held on 25 October 2005 were approved and signed.

4. **Matters Arising from Minutes**

It was noted that any Matters Arising were covered in the agenda for today's meeting.

5. **Action Arising from Agency Board meeting held on 25 October 2005**

The actions arising from the Agency Board meeting held on 25 October 2005 were reported. It was confirmed that that Agency Board/SMT workshop will take place on Tuesday 31 January 2006 at the Beeches Management Centre.

6. **Business Performance and Development Committee**

(i) **Report of Meeting held on 22 November 2005**

Professor Fulton reported on issues emerging from the meeting.

Jacqui Kennedy advised that the Agency has now signed an SLA for one year to provide human resource services to the Royal College of Nursing.

Dr Siobhan McGrath gave an overview of the work of OREC NI to members.

Teresa Molloy briefed members on the recent pilot work undertaken by consultants on business continuity for RSS, Boucher. Mr Hodkinson has recently written to the consultants requesting a proposal to cover the establishment of a similar approach for the remaining directorates of the Agency.

7. **Financial Matters**

(i) **Financial Statement for Period ended 30 November 2005**

Neville Jones presented the Income and Expenditure Statement for the period ended 30 November 2005, which showed a cumulative deficit of £619k and a forecast deficit at year-end of approx £880k. This would be negotiated by monies which were being sought from the Boards with a view to reaching a breakeven position. Work is ongoing to secure additional income from the Department and the Boards. The detail of this was discussed. Mr Hodkinson advised that from 1 January 2006 staff overtime will be reduced by 20% with further reductions possibly being introduced from the beginning of the 2006/2007 financial year.

(ii) **Capital Expenditure Statement**

Members considered and approved capital bids of £95,000 for the adaptation of office accommodation in Lisburn for the OREC (NI) office and £7,950 for the upgrade of tendering software for RSS. Paula Sheils tabled a proposal for the replacement of the Agency's Data Prep Server. It was agreed that a full technical assessment is required as a matter of urgency before any decision can be made on the purchase of a replacement server. Teresa Molloy agreed to take this matter forward with the Agency's Director of ICT and E Commerce and place it on the agenda for the next meeting of the ICT Steering Group scheduled to take place in January 2006.

8. **Audit of Accounts for 2004/2005 – Update**

Neville Jones advised that the 2004/05 accounts were submitted to the NIAO on 12 December 2005 however KPMG are unable to undertake their audit until February 2006.

9. **Agenda for Change – Progress Update**

Jacqui Kennedy presented paper 39/2005 which detailed progress to date on the implementation of Agenda for Change both regionally and at Agency level. The Agency received formal approval to commence matching in mid September. Since then the matching schedule has been prepared. From 1 January 2006 the Agency plans to run two core panels to expedite the matching process. With regard to funding for implementation of AFC it was noted that the Agency will receive £35,000 for the current financial year however there will be no further funding available in subsequent years. Work will also commence in the New Year to commence the matching process for the small agencies.

10. **Risk Management Strategy and Action Plan and Untoward Incident Reporting Policy**

Members considered and approved the Agency's Risk Management Strategy and Action Plan and an Adverse Incident Reporting Policy for 2005/2006. It was noted that these two documents had been considered and approved at the Agency's Audit Committee meeting on 13 December 2005.

11. **Audit Committee**

(i) **Minutes of Meeting held on 2 June 2005**

The minutes of the Audit Committee meeting held on 2 June 2005 were approved.

(ii) **Minutes of Meeting held on 26 August 2005**

The minutes of the Audit Committee meeting held on 26 August 2005 were approved.

12. **Restructuring of HPSS – Developments for CSA**

A paper highlighting issues which emerged from a recent workshop organised by the Institute of Healthcare Management and a subsequent meeting between the Chairman the Chief Executive and Paul Simpson held on 15 December 2005 was tabled to members for information.

13. **Draft Schedule of Board and Committee Meetings for 2006**

Members noted the draft schedule of Board and Committee meetings for 2006.

14. **Any Other Business**

(i) **Neville Jones**

Professor Fulton on behalf of members thanked Neville Jones for his help over the past year in taking on the role of Acting Director of Finance.

15. **Date of Next Meeting**

The next meeting of the Agency Board will take place on Tuesday 21 February 2006 at 2.00 pm in the Boardroom, CSA HQ, Franklin Street, Belfast.

Chairman

Chief Executive

Date _____