

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

Minutes of Proceedings

The 57th meeting of the Agency Board was held at 3.00 pm on Tuesday 9 December 2003 in Conference Room 3, Champion House, 12/22 Linenhall Street, Belfast.

Present

Professor Sean Fulton (Chairman)

Alan Cairns
Barry Hession

Stephen Hodkinson
Paul Gick
Paula Sheils
Christina MacAllister

In Attendance

Amanda Mills
Billy Bateman and Mr Rory Maguire, Health Estates for Item 8

1. **Apologies**

Peter Bloch
Teresa Molloy

2. **Chairman's Business**

Professor Fulton briefed members on the meeting which he and Mr Hodkinson had had with Mr Don Hill regarding the appointment of new non-executive Directors. It was noted that the present term of office for the Agency's existing non-executive directors has been extended to 31 March 2004.

Professor Fulton, as part of his induction to the post of Chairman, has been undertaking a series of visits to the Agency's Directorates over the past few weeks.

Professor Fulton recently attended a Senior Executive Evaluation Panel under the Hay Evaluation Scheme.

3. **Minutes of Meeting held on 11 September 2003**

The minutes of the meeting held on 11 September 2003 were agreed as a true and accurate record of proceedings and were approved and signed.

4. **Matters Arising from Minutes**

(i) **Audit Arrangements for 2006**

Mr Gick advised that the Audit Office have invited 6 firms to submit tenders for external audit work. The closing date for the bids is the second week in January 2004.

5. **Action Sheet Arising from Agency Board meeting held on 11 September 2003**

The actions arising from the Agency Board meeting held on 11 September 2003 were reported.

6. **Business Committee**

(i) **Report of Meeting held on 29 October 2003**

Professor Fulton reported on the key issues emerging from the meeting:-

Mr Peter Wilson and Mr Sam Blackley gave a presentation on the work being undertaken by RSS to merge the Purchasing and Contracting Directorates into a unitary Procurement Directorate. A fully costed Implementation Plan to include an organisational structure will be presented to the Agency Board in February for final approval.

7. **Financial Matters**

(i) **Financial Report to 31 October 2003**

Mr Gick advised that the Agency continues to be in a satisfactory financial position and shows a surplus of £106,954 at 31 October 2003. He added however that the surplus will reduce due to staff vacancies being filled as the year progresses.

A statement on Capital Expenditure was considered and Mr Hession raised the question of capital funding for the FPS Information Unit. It was agreed that the Chief Executive's Office would arrange for Board members to visit the Information Unit in the New Year and also ask Sandy Fitzpatrick to make a presentation to the Business Committee on 14 January 2004.

8. **Agency Accommodation**

Mr Gick advised that the Department have approved the Addendum to the Business Case and have forwarded it to DFP for clearance.

Mr Bateman advised that he is meeting with the appointed contractor for Contract 2 before Christmas on a without prejudice basis to go through the programme of work. Due to the delay in approving the revised addendum work on Contract 2 will not commence until week commencing 19 January 2004 with a completion date of March 2005 to include the demolition of 27 Adelaide Street.

Mr Hession raised concern over the level of professional fees for Contract 2 and asked if Health Estates could provide evidence to show that the costs are within the average for the public sector. Mr Gick agreed to put this request in writing to Health Estates.

Mr Gick briefed members on the arrangements for car parking during the contract period. It was recognised that there would be limited car park spaces over the next year and it was agreed that whenever possible Board and committee meetings would be held in RSS.

9. **Service Delivery Plan for 2003/2004 – Progress Report on Achievement**

Members noted the Progress Report giving details of the Agency's achievement in meeting the objectives set out in the Service Delivery Plan for 2003/2004. In answer to a query by Mr Hession, Ms MacAllister advised that the Agency planned to undertake a further Staff Attitude Survey in the New Year.

10. **Audit Committee**

(i) **Minutes of Meeting held on 9 September 2003**

The minutes of the Audit Committee held on 9 September 2003 were approved.

11. **Schedule of Committee Meetings for 2004**

Members noted a schedule setting out the dates of Agency Board, Audit and Remuneration Committee meetings for 2004. It was agreed to change the date of the Agency Board meeting in September 2004 and organise one Board meeting outside of the Belfast area.

12. **Any Other Business**

(i) **IIP Re-Assessment**

Mr Hodgkinson advised that the IIP Re-Assessment commenced on 9 December for 2 days.

13. **Date of Next Meeting**

The next meeting of the Agency Board will take place on Wednesday 18 February 2004 at RSS.

Chairman

Chief Executive

Date _____