

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

Minutes of Proceedings

The 55th meeting of the Agency Board was held at 2.30 pm on Tuesday 17 June 2003 in the Conference Room, Milford Building, Southern Health and Social Services Board, Tower Hill, Armagh.

Present

Mr Brian Carlin (Chairman)

Peter Bloch
Alan Cairns
Sean Fulton
Barry Hession

Stephen Hodkinson
Paul Gick
Teresa Molloy
Paula Sheils

In Attendance

Amanda Mills
Greg Irwin for items 8 - 12

1. **Apologies**

Christina MacAllister

2. **Chairman's Business**

Mr Carlin welcomed Teresa Molloy back from Maternity Leave. The CSA Chairman's post has been recently advertised and Mr Carlin advised members that he was considering applying for the position.

3. **Minutes of Meeting held on 15 April 2003**

The minutes of the meeting held on 15 April 2003 were approved and signed.

4. **Action Arising from Meeting held on 15 April 2003**

The actions arising from the Agency Board meeting held on 15 April 2003 were reported.

5. **Business Committee**

(i) Report of Meeting held on 13 March 2003

Mr Carlin reported on the key issues emerging from the meeting:-

Alphy Maginness had made a presentation to the Committee on the key issues affecting the Legal Services Directorate.

Following a request from DFP Health Estates are preparing an addendum to the original business case for Agency accommodation to cover revisions since its submission.

The Agency's capital allocation for 2003/04 has been increased to £400,000.

6. **Financial Matters**

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

Mr Gick noted that the report included graphical presentation in an effort to making the reports more quickly and easily understood. He confirmed that these would be in addition to the tables with which members are familiar.

At present there are no evident trends but these may become apparent as the year progresses. The payroll underspend of £23,736 shows that the basis for the budgets looks reasonable and sustainable for SBUs. There are some vacancies which are being filled and this will reduce the underspend in due course.

Mr Gick noted that this meeting is early in the monthly reporting cycle which meant that detailed statements had to be tabled and were not all checked and investigated as thoroughly as normal.

Statement 2 showed an overall surplus of £68k. This was largely caused by high legal income in the first two months of the year which is unlikely to be typical of the whole year. Provisions which are likely to be needed for new legal cases will also reduce the surpluses as the year progresses.

The other statements have no particular items to note apart from Statement 4 in which the CSA administrative expenditure and the non-CSA other expenditure look as though there may be a coding error between the headings although overall there is a small surplus. Otherwise the Nicare Statement 5(d) should have the project development expenditure matched by budget which would reduce the overspend by £6k.

There was no Statement 6 for Capital expenditure as there has been no approval or spend yet for the current year.

(ii) **Capital Allocation for 2003/2004**

Mr Gick advised that he understood that the Department intends to increase the Agency's capital allocation to £400,000 however the confirmation letter is still outstanding. Mr Hodkinson agreed to contact the appropriate personnel in the Department to ensure that the formal allocation is received promptly.

Members considered RSS's capital expenditure bid for 2003/2004 amounting to £288,902. It was agreed that RSS should be allocated £200,000 to spend on items

detailed in their bid. The remaining SBUs are preparing bids and these will be considered by SMT in the first instance. A further paper will be submitted to the Board in September for approval of expenditure against the remaining £200,000.

7. **CSA Data and Information Management Project – Freedom of Information Model Publication Scheme**

Members considered paper 24/2003 which asked for approval of a draft model publication scheme for submission to the Information Commissioner as required under the Freedom of Information Act 2000. The Agency has introduced a Data and Information Management Project to undertake all the necessary work to ensure that the Agency is complying with the Freedom of Information and the Data Protection Act. Members endorsed the proposal and it was noted that the Scheme will be implemented on 31 October 2003. It was agreed that a timetable for implementation of the project will be considered at the next Board meeting in September.

8. **Annual Review of Progress 2002/2003 to the Equality Commission**

Members considered and approved the Agency's submission of its annual review of progress for 2002/2003 to the Equality Commission.

9. **Complaints Policy**

Greg Irwin presented paper 26/2003 which set out the revised process the Agency will use to record and monitor complaints. Members approved the paper subject to minor amendments. It was noted that a report on complaints will be presented to the Board, SMT and the Risk Management Steering Group on a quarterly basis.

10. **Claims Policy**

Members considered paper 27/2003 setting out the Agency's policy and procedure on the management of claims. The Claims Manager will report each quarter to the Risk Management Steering Group on claims made. It was agreed that the document should be expanded to help make definition in the policy clear.

11. **Health and Safety Policy**

Members considered paper 28/2003 setting out the Agency's revised policy on Health and Safety at Work and the arrangements for putting the policy into practice. Members approved the document subject to minor amendments.

12. **Audit Committee – Minutes of Meeting held on 18 March 2003**

The minutes of the Audit Committee held on 18 March 2003 were approved.

13. **Remuneration and Human Resources Committee – Minutes of Meeting held on 13 May 2003**

The minutes of the Remuneration and Human Resources Committee held on 13 May 2003 were approved.

14. **Any Other Business**

There was no Any Other Business.

15. **Date of Next Meeting**

The next meeting of the Agency Board will take place on Thursday 11 September 2003 at 4.00 pm in the Conference Room, RSS, Boucher Crescent, Belfast.

Chairman

Chief Executive

Date _____