

**DEPARTMENT OF HEALTH, SOCIAL SERVICES  
AND PUBLIC SAFETY**

**DEPARTMENTAL BOARD**

Minutes of the meeting held on Friday 21 October 2011, in Room C3.18,  
Castle Buildings at 11:00.

Present:	Julie Thompson	Linda Devlin
	Catherine Daly	Norman Morrow
	John Cole	Angela McLernon
	Donncha O'Carolan	Séan Holland
	Catriona King	Helen Roulston

In attendance: Christine Jendoubi, Ronan Henry and Anne Adair

**1.0 Apologies**

1.1 Apologies were noted from Andrew McCormick and Michael McBride

**2.0 Minutes of Board Meeting 16 September 2011 (DB/67/2011)**

2.1 The minutes of the meeting held on 16 September 2011 were agreed without amendment and approved for publication on the Departmental website.

**3.0 Matters Arising**

3.1 There were no matters arising that would not be picked up in substantive agenda items.

**4.0 Chair's Report**

- 4.1 Julie Thompson advised that Andrew McCormick had accompanied the Minister to Boston that week for a series of meetings and conferences focussing on health technologies.
- 4.2 She noted that Bruce Robinson had retired from the post of Head of the Civil Service and had been succeeded by Malcolm McKibbin with effect from 17 October 2011.
- 4.3 Catherine Daly provided an update on progress of the HSC Review, confirming that a report was due by 30 November 2011.
- 4.4 Julie provided an update on Ministerial business.
- 4.5 Ronan Henry provided an update on the main media issues since the last Board meeting.

**5.0 Finance and Capital Expenditure Update – Julie Thompson  
(DB/69/2011)**

- 5.1 Julie Thompson provided an update on key finance issues including the current position for 2011/12, Budget 2010m the PEDU review, October monitoring and prompt payment. She advised that the DFP Minister would make a statement to the Assembly on October monitoring on 24 October 2011.
- 5.2 She advised that she would appear alongside the Minister and Andrew McCormick at the Committee on 26 October to answer questions on October monitoring.
- 5.3 Members of the Board noted the update.

**6.0 Performance against Targets and Standards – Catherine Daly  
(DB/70/2011)**

- 6.1 Catherine Daly referred to 6.6 in the previous month's Board meeting and confirmed that a letter about performance had issued to the HSC Board the previous day. She advised that she continued to work with them to agree the type and format of information on performance to be provided to the Department.
- 6.2 She asked that policy colleagues provide feedback on the monthly performance reports that she would circulate so that she could bring this back to the HSC Board.
- 6.3 She advised that, at the end of July, of the 44 targets and standards set:
- 16 had been assessed as red;
  - 22 had been assessed as amber; and
  - 8 had been assessed as green.
- She provided further information on those targets that had been assessed as red.
- 6.4 She advised also that a key issue now would be to establish robust targets for 2012/13.
- 6.5 Members of the Board noted the update.

**7. Quarterly Report of Independent Audit Committee – Helen Roulston (DB/71/2011)**

- 7.1 Helen Roulston presented the quarterly report from the Independent Audit Committee, confirming that the Department had had a clear audit report from the Comptroller and Auditor General as had all Arm's Length Bodies (ALBs) except the Belfast Trust.

7.2 She reported that a new Bribery Act had been introduced and Julie Thompson advised that a Written Procedure paper on the subject would be circulated to members in the near future.

7.3 She informed the Board that a presentation on clinical governance had been made at the Committee meeting and she offered to circulate this presentation to members.

**Action: Helen Roulston**

7.4 She advised that a meeting of ALB Chairs had had to be postponed but would be rescheduled soon and Julie Thompson confirmed that this would be supported by the Department.

7.5 Julie advised that the General Report was due to be issued by the Northern Ireland Audit Office the following week while the HSC General Report would be published in December.

7.6 Members of the Board noted the update.

## **8. Cleared Written Procedure Papers**

8.1 There were no Written Procedure papers cleared since the last Board meeting.

## **9. Business for Next Meeting**

9.1 Julie advised that the next Board meeting would take place on 9 December 2011. Items for the agenda to include:

- Finance and capital expenditure update
- Performance against targets
- Risk Register and Departmental Business Plan
- Quarterly HSC capital programme

- Quarterly updates on Departmental Modernisation and Improvement
- Departmental trends HR dashboard
- HSC HR issues and public appointments
- R&D update
- Review of Departmental Board

**FOI Statement**

No redaction has been applied to the record above.