



**Minutes of the VSS Board Meeting No 41**  
**Tuesday, 15 August 2017, 9.30am**  
**Board Room 1 and 2, 3<sup>rd</sup> Floor, Seatem House, Belfast**

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**Board Members Present:**

Oliver Wilkinson	Board Member (Chair)
Séamus Magee (SM)	Board Member
Patricia Haren (PH)	Board Member
Richard Solomon (RS)	Board Member
Beverley Clarke (BC)	Board Member
Bertha McDougall (BMcD)	Board Member
Stephen McIlveen (SMcl)	Board Member

**VSS Officers in Attendance:**

Margaret Bateson (MB)	Accounting Officer and CEO
Geraldine Hamilton (GS)	Head of Health and Wellbeing
Lizzy Graham (LG)	Governance Officer (Minutes)

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**A Apologies**

None

**B Minutes of Previous Meetings**

B1 16 May 2017. The minutes of the previous meeting were agreed.

**C Action Points**

The Board asked the CEO to provide an update in relation to the outstanding action points.

The CEO indicated that a number of options has been considered in relation to the recruitment of an accountant to the ARC. These would be taken forward by the new Head of Corporate Services planned to be in post in September/October 2017.

The Board noted that all other action points are complete.

## **D Conflict of Interest**

D1 The Board reviewed the Supplier List.

D2 No conflicts of interest were noted.

**BC made her apologies and left the meeting at 9:45**

## **E Chairman's Report**

The Chair presented his update report, noting the activities undertaken.

The Board agreed to invite the Commissioner to meet with the Board once per year to present the CVS Business Plan for the upcoming financial year to ensure alignment to VSS' Business Plan.

***AP1: Invite Victims Commissioner to January 2018 Board meeting***

The Board noted that the VSS is currently providing a guidance note on Social Media for all VSS funded organisations with training in this area planned for September 2017.

***AP2: The VSS to develop Social Media Guidance Note for issue in October 2017***

## **F Quarter End June 2017**

### **F1 CEO/AO Exception Report**

The Board asked the CEO to present this report.

The Board noted the issues relating to the New Regional Trauma Network (RTN). It was agreed that this would be a key strategic item for discussion at the next Board meeting to ensure VSS Board comments were fed into the Partnership Board Planning session due to take place in September 2017.

### **F2 Quarterly ALB Performance Report**

The Board noted this paper and that all targets are on track to be met in 2017/18 at this point in the year.

### **F3 Quarterly Assurance Statement**

The Board noted this paper and in particular the analysis of the NIPSO investigations. The VSS Board confirmed they were content with actions taken to date.

## **F4 Quarterly Outcomes Based M&E**

The Board asked the Head of Health and Wellbeing to present this report. Progress to date was noted in terms of moving to a needs based outcomes focused approach for the HWB Caseworker network, talking therapies and complementary therapies.

The Board recognise the significant contribution of VSS Staff into the production of this report and were very positive about the outcomes reported to date, alongside plans to adopt the same approach for all support and services.

## **G Board Sub Committees**

### **G1 Audit and Risk Committee – Chairman’s Report**

The Board asked the CEO to present the Chairman’s Report for the Audit and Risk Committee meeting of 20 June 2017.

The report confirmed that:

The 2017/18 indicative budget remains unchanged from 2016/17 at £13.321m.

The current profiled budget for 2017/18 indicates an over-commitment on the VSP budget line of £106k mainly driven by exit awards. The Committee noted that this is expected to be offset against anticipated under commitment within the INP budget line, resulting in a projected final outturn position which remains within tolerance.

The report also outlined three key issues:

- The requirement to recruit a member to the Audit and Risk Committee with sufficient accounting experience to advise on accounting matters was still outstanding (see above)
- Findings of the governance checks in preparing to open the INP 17/18 programme have been presented to the Committee. The Committee has been advised that the risk presented is less than 2% of the INP budget line – and therefore is not a material matter which would be expected to impact upon the certification of the Accounts. The Committee has noted the overall positive nature of the report and findings
- The Committee was advised of a procurement issue regarding one corporate Contract, and was assured that legal advice had been sought and TEO appraised. The Committee is content that suitable steps have been taken to avoid a re-occurrence and that a suitable solution is proposed.

## **G2 Health and Wellbeing Sub Committee**

The Board noted that this was the first meeting of the newly formed Health and Wellbeing Sub Committee.

The Sub Committee informed the Board that:

- They had reviewed the Clinical Governance Framework and Needs Based Frameworks at the first meeting;
- Terms of Reference and formal minutes would be in place from October 2017.

## **H Board Workplan and Development**

### **H1 Board Attendance / Work Plan**

The Board noted this update and recognised the need for timely submission of Board Travel and Subsistence claims.

The Board agreed that all members would identify and agree individual objectives for the 2017/18 year at the next Quarterly Meeting.

### **H2 Board Training Update and Questionnaire**

The Board noted this update. Members will be invited to attend a 4-day Bespoke Introduction to Trauma training course facilitated by Wave and Queen's University Belfast.

### **H3 Board Self-Assessment Update**

The Board noted this update.

## **I Standing Agenda Items**

### **I1 Compliance Update**

The Board asked the CEO to present this paper.

MB provided an update on current suspected fraud cases.

MB provided an update on each of the current Debt Recovery matters, noting the following:

- The Board approved the VSS obtaining Barrister advice for further legal recourse in relation to one debt recovery case
- The Board approved the VSS applying to TEO to request approval to write off one debt

The Board noted the update on the other compliance areas.

## **I2 Complaints and Appeals**

The Board asked the Head of Health and Wellbeing to present this report.

Three complaints were reviewed.

MB left the meeting in relation to two complaints naming the CEO.

The VSS Chair allocated Board members to investigate each complaint.

## **I3 Client Risk Update**

During the period May to June 2017, 6 clients were added to the Client Risk Register. All cases are now closed.

## **J Any Other Business**

The Board noted there was no further business.

## **K Date of Next Meeting**

The next meeting of the Board is scheduled for Tuesday 12 September 2017 at 9:30am in Seatem House, Belfast.