



**Minutes of the VSS Board Meeting No 44**  
**Tuesday, 30 January 2018 at 10:30am**  
**Southern Cross Room, Clayton Hotel, Ormeau Avenue, Belfast**  
**Board Meeting Type: Quarter End Review**

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**Board Members Present:**

Oliver Wilkinson	Board Member (Chair)
Patricia Haren (PH)	Board Member
Beverley Clarke (BC)	Board Member
Bertha McDougall (BMcD)	Board Member

**VSS Officers in Attendance:**

Margaret Bateson (MB)	Accounting Officer and CEO
Andrew Walker (AW)	Head of Corporate Services
Damien Kavanagh (DK)	Acting Head of Health and Wellbeing
Lizzy Graham (LG)	Governance Officer (Minutes)

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**A Apologies**

Séamus Magee  
Stephen McIlveen  
Richard Solomon

**B Minutes of Previous Meetings**

- B1 17 October 2017. The minutes of this meeting were agreed.
- B2 14 November 2017. The minutes of this meeting were agreed.

**C Action Points**

The Board asked the Head of Corporate Services to provide an update in relation to the outstanding action points.

**25.10.16: AP2:** The third public advert to recruit for the ARC Accountant was unsuccessful. A business case is being prepared including the options of co-opting, or

ITT issued to accountancy firms to appoint an Accountant for a period of 1 year, with two possible 1-year extensions.

**15.08.17: AP1:** Invitation to Commissioner for Victims & Survivors to attend a VSS Board Meeting. Approach to be discussed at this meeting.

**15.08.17: AP2:** Social Media Guidance Note was finalised and published to the VSS website in December 2017.

**14.11.17: AP1:** Corporate Plan 2017-20 to be issued following TEO final approval.

**14.11.17: AP2:** Communications Plan included for Board review at this meeting.

**MSFM 4.4.3:** Ministers to meet Board. This action point is now on hold.

## **D Conflict of Interest**

D1 The Board reviewed the Supplier List.

D2 No conflicts of interest were declared.

## **E Chairman's Report**

The Board noted the Chairman's Update Report.

## **F Quarter End September 2017**

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

The Board asked the CEO to present this report.

The Board noted that of the 30 targets and deliverables all are on target except three areas: Disability Aids, Trauma-Focused Physical Activity and Literacy and Numeracy. The organisation is currently looking into how to improve uptake in these areas. It should be noted that all three areas are still expected to reach or exceed the outcome of 80% improved health and wellbeing / numeracy and literacy.

The Board noted that a risk of underspend against budget has been identified by the organisation. The two emerging areas of concern are Disability Aids and Psychological Therapies under the INP budget line. A call opened in January 2018 to facilitate additional funding for VSS Funded Organisations has been successful, with funding requests received in excess of the level of identified underspend.

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

The Board noted this paper.

### **F3 Quarterly Assurance Statement**

The Board noted this paper.

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

The Board asked the Head of Health and Wellbeing to comment on highlights in this report.

**AP1:** Demographics to be added to the end of the M&E Report.

### **G Board Sub Committees**

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

The Board asked the Head of Corporate Services to present this update.

The Board noted the ARC Chairman’s Reports for 7 November 2017 and 23 January 2017.

The Board noted that the external audit had been completed and that the revised RTTCWG was presented to the ARC by NIAO in January 2018. The report outlined 9 recommendations with one being Priority 1. The Board noted that all recommendations were accepted or partially accepted.

**AP2:** AW to circulate RTTCWG to the members of the Board.

The Board noted that Ernst and Young have been appointed to deliver the remainder of the Internal Audit contract. The scheduled VSP audit has been completed pending issue of the audit report and the 2017/18 audits are on track for completion at the end of March 2018. The Board noted that the audit schedule has been amended to include a GDPR review in February 2018.

**AP3:** David Hall will deliver a presentation to the Board in relation to GDPR and the impact of new legislation.

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

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

The Board noted that the Unacceptable Behaviour Policy has been revised and since approved by the Board. The Board noted that the previous policy will continue to apply to some Clients.

The Board noted that a Draft Child Safeguarding Policy has been developed.

The Board noted that the Health & Wellbeing Caseworker Network has been established and that there have been three meetings to date.

The Board noted that the draft Business Case remains outstanding for the Regional Trauma Network.

## **H Board Workplan and Development**

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

The Board asked the Head of Corporate Services to provide an update on Board Attendance and Work Plan.

The Board noted the importance of promptly claiming for days worked.

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

The Board asked the Head of Corporate Services to present this report.

The Board noted the available training opportunities and will register any identified training needs with AW.

**AP4:** Training summary to be updated to include BMcD's attendance at Psychological Trauma Training.

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

The Board asked the Head of Corporate Services to present this update.

The Board noted that Supporting Justice have been engaged to conduct an internal review of the organisation with a focus on victim-led services. Their report will include the achievement (or non-achievement of a quality mark). VSS have also asked for feedback in order to develop an on-going service improvement plan based on early learning of the HWB caseworker network.

## **I Standing Agenda Items**

### **I1 Compliance Update (Tabled)**

The Board asked the Head of Corporate Services to present this paper.

The Board noted that there were no new suspected fraud cases and 23 open cases at 31 December 2017, relating to historic cases.

The Board noted the update on the other compliance areas.

The Board noted that there was one Freedom of Information Request as at 31 December. The Board noted that this request has been dealt with by the organisation and was closed during January 2018.

## **I2 Complaints and Appeals (Tabled)**

The Board noted that there were 4 new complaints received in the quarter October – December 2017. There were 2 complaints open as at 31 December 2017.

The Chair provided an update to the Board on case 1718/18. No VSS staff were present.

## **I3 Client Risk Update**

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

The Board noted that during the period no clients had been added to the Client Risk Register.

The Board noted that there is currently one member of the public on the Unacceptable Behaviour Register. The organisation continues to monitor this case and to liaise with the relevant authorities.

## **J Any Other Business**

### **J1 Communications Plan 2017-2019**

The Board noted and approved the revised Communications Plan

## **K Date of Next Meeting**

The next meeting of the Board is scheduled for Tuesday 20 February 2018 at 9:30am in Seatem House, Belfast.