

**HSC BUSINESS SERVICES ORGANISATION**

**Minutes of Proceedings**

The inaugural meeting of the Regional Business Services Organisation (BSO) was held on Wednesday 1 April 2009 at 2.00 pm in the Boardroom, Business Services Organisation Headquarters, 2 Franklin Street, Belfast.

**Present**

Mr Alexander Coleman (Chairman)

Mr Alan Hanna	Mr David Bingham
Mr Greg Irwin	Mr Shane Devlin
Mr Sean Mahon	Mrs Teresa Molloy
Mr Robin McClelland	Mr Alphy Maginness
Mr Brian McMurray	Mr Larry O'Neill
Mr Gerry Strong	

**In Attendance**

Miss Amanda Mills (Secretary to the Board)  
Mr Stephen Adams (HSCB)

1. **Apologies**

Apologies for absence were received from Geraldine Fahy and Hilary McCartan.

2. **Chairman's Business**

In his opening remarks the Chairman welcomed everyone to the meeting and introduced his fellow Board members to the Senior Team of the Business Services Organisation (BSO):-

Mr David Bingham – Chief Executive  
Mr Larry O'Neill – Executive Director of Finance  
Mrs Teresa Molloy – Executive Director of Operations  
Mr Shane Devlin – Director of Customer Care and Performance  
Mr Alphy Maginness – Chief Legal Adviser

He advised members that Mr Hugh McPoland had recently been appointed as Executive Director of Human Resources and Corporate Services however he was unable to attend today's meeting.

The Chairman provided a brief background of the remit of the Business Organisation and stated that the HSC faced major challenges in the future. He stated that he was impressed with the expertise and dedication of the staff who are taking on new roles in the BSO and he paid tribute to the work previously undertaken by Prof Sean Fulton and Stephen Hodkinson, Chair and Chief Executive of the Central Services Agency.

3. **Approval of Standing Orders including Standing Financial Instructions**

The Chief Executive presented a draft set of Standing Orders for the BSO for members' consideration. The Standing Orders were approved and it was agreed that if members had any queries regarding the document they should contact the Chief Executive's Office who would filter any queries back to the appropriate officer. It was recognised that the Standing Orders was a "live" document and could be amended when required.

Members approved this key document.

4. **Documents for Approval**

(i) **Bank Mandate**

Members considered and approved a resolution relating to the BSO's Bank Mandate.

(ii) **Letter to Bank confirming RBSO's Authorised Cheque Signatories**

Members considered and approved a letter to the Bank of Ireland, confirming the BSO's cheque signatories.

(iii) **Authority and Indemnity to the Bank in relation to the Operation of the BACSTEL – IP Service**

The Director of Finance tabled documentation regarding the above mentioned matter for members' approval. Members approved the resolution and agreed that the date should be amended to 1 April 2009, ie the first day of operation of the BSO.

5. **Transferred HR Policies**

Members considered a paper which informed the Board of the arrangements in place for transferring HR policies from legacy organisations to the new organisations. Members acknowledged the following arrangements:-

- (i) Staff transferring to the new organisations, including the BSO, will transfer under their existing terms and conditions of service;
- (ii) Staff transferring to the new organisations, including the BSO, will continue to be subject to all their existing HR policies (including Grievance and Disciplinary procedures and policies on staff raising concerns at work);
- (iii) Any new member of staff joining the BSO after 1 April 2009 will be "assigned" the HR policies relevant to one of the sets of HR policies of the legacy HSC organisation until new policies and procedures have been agreed.

6. **Declaration of Interests Protocol**

The Director of Finance advised that in accordance with the Standing Orders and the Code of Conduct and Accountability, the Business Services Organisation (BSO) must maintain a Register of Board Members' and Officers' Interests. A protocol for maintaining the register was considered and approved by members.

7. **Declaration of Interest's Questionnaire**

Members were presented with a Declaration of Interests Questionnaire and asked to complete and return the document to the Chief Executives Office who will hold and maintain the Register. It was noted that the Register will be available at each public Board meeting.

8. **Schedule of Board Meetings**

It was suggested and agreed that a draft schedule for Board meetings for 2009/2010 will be produced for member's consideration.

9. **Any Other Business**

(i) **On Board Training for Non-Executive Directors**

It was noted that the Department are in the process of organising a generic training event for non-executive directors on 22 May 2009. The Chairman encouraged colleagues to attend this event.

10. **Date of Next Meeting**

It was agreed that the next meeting of the BSO Board will take place on Thursday 7 May at 2.00 pm. The Chairman thanked everyone for attending and closed the meeting.

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Chair

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Chief Executive

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Date