

HSC BUSINESS SERVICES ORGANISATION

Minutes of Proceedings

The third meeting of the Regional Business Services Organisation (BSO) was held on Tuesday 9 June 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	Mr Hugh McPoland
Mr Brian McMurray	Mr Alphy Maginness
Mr Gerry Strong	Mr Larry O'Neill
Mrs Geraldine Fahy	
Mrs H McCartan	
Mr Robin McClelland	

In Attendance

Miss Amanda Mills (Secretary to the Board)

1. **Apologies**

An apology for absence was received from Mrs Teresa Molloy.

2. **Chairman's Business**

The Chairman welcomed everyone to the Board meeting.

Mr Coleman advised that he and David Bingham had met with the Chairman and Chief Executive of the Southern Trust on 27 May 2009. A meeting with the Chair and Chief Executive of the South Eastern Trust will be take place later in the Summer as the Chief Executive has only recently taken up post.

3. **Minutes of the Meeting held on 7 May 2009**

The minutes of the Board meeting held on 7 May 2009 were agreed as a true and accurate record of proceedings and were signed by the Chairman.

4. **Matters Arising from Minutes**

There were no matters arising.

5. **Draft Service Delivery Plan for 2009/2010**

The Director of Customer Care and Performance presented the draft Service Delivery Plan (SDP) for 2009/2010 for members' consideration. Members were advised that the main objective of this document is to support the business of the BSO in its inaugural year. The Chief Executive and Directors took members through the various sections in the SDP relating to their areas of work. It was noted that the BSO is awaiting correspondence from the Department setting out the levels of efficiency savings required for 2009/2010 and 2010/2011 and dependent on this information the plan may have to be reviewed. Members were also advised that the final version of the Plan must be submitted to the Department by the end of June which must contain a section on resourcing the plan and showing how the BSO will break even by year end.

David Bingham informed members that BSO are considering a number of options to deliver CSR savings and it was agreed that the Director of Finance would produce a paper setting out the options for the July Board meeting. In light of the urgent timeframe to achieve these savings it was agreed that BSO's Senior Management Team should commence the CSR savings process on behalf of the Board and report on any actions at the July Board meeting.

Members approved the draft Service Delivery Plan for 2009/2010 subject to further amendments. Members recognised the tremendous amount of work involved in the production of the Plan and wished to place on record the Board's appreciation.

6. **BSO Reconfiguration Programme Forecast Analysis for 2009/2010**

The Chief Executive presented a Forecast Analysis of progress against the 2009/2010 Reconfiguration Programme Plan for members' consideration. The Forecast is presented graphically in RAG format (Red, Amber, Green) using a scoring profile which highlighted the key products/actions that were at risk of slippage. A table showing the overall summary of the current position was also presented to members. It was agreed that, if a category changes, eg from Green to Red, an additional column (containing a narrative) should be included in the forecast analysis.

Members noted the position.

7. **Communication Strategy and Action Plan**

The Chief Executive presented a Communication Strategy and Action Plan which was produced to support the Reconfiguration Programme through timely and interactive internal and external communications. Members' attention was drawn to the Communications Action Plan setting out the various mechanisms to achieve an effective communications strategy and some amendments were suggested and agreed.

It was agreed that members would receive updates on the Action Plan on a regular basis.

8. **Any Other Business**

(i) **Training/Team Building Event for Board Members**

The Chairman advised that he has been giving some thought to the possibility of holding a residential training/team building event in September/October for Board members which will focus amongst other things on Corporate Governance issues and the establishment of a Vision and mission statement for the organisation. It was agreed that the Chief Executive's Office will undertake a preliminary search of possible venues and costings and liaise with members.

(ii) **Induction for Non-Executives**

Mr Strong referred to the Induction Event attended by non-executives of the new HSC bodies held on 22 May 2009 and enquired if the Department proposed to hold a subsequent event for non-executives in 2010. He advised that in his opinion it proved to be a very worthwhile seminar, particularly for information gathering and sharing with his counterparts in the Board and the other newly established organisations. The Chief Executive agreed to contact the Public Appointments Unit of the Department who organised the seminar and report back in due course.

9. **Date of Next Meeting**

It was agreed that the next meeting of the BSO Board will take place on Tuesday 7 July at 2.00 pm. It was noted that the first meeting of the Governance and Audit Committee (GAC) would take place on the morning of 7 July to consider in the main the annual accounts for 2008/2009 for the legacy organisation.

The Chairman thanked everyone for attending and closed the meeting.

Chair

Chief Executive

Date