

**HSC BUSINESS SERVICES ORGANISATION**

**Minutes of Proceedings**

The twentieth meeting of the Regional Business Services Organisation (BSO) was held on Thursday 16 December 2010 at 10.00 am in the Boardroom, BSO HQ, 2 Franklin Street, Belfast.

**Present**

Mr Alexander Coleman (Chairman)

Mrs Geraldine Fahy  
Mr Alan Hanna  
Mr Robin McClelland  
Mr Brian McMurray  
Mr Gerry Strong  
Mr Sean Mahon

Mr David Bingham  
Mr Norman Bennett  
Mrs Teresa Molloy  
Mr Hugh McPoland

**In Attendance**

Mr Alphy Maginness  
Mrs Karen O'Loan  
Mr Shane Devlin  
Miss Amanda Mills (Secretary to the Board)

1. **Apologies**

Apologies for absence were received from Greg Irwin and Hilary McCartan.

2. **Chairman's Business**

There was no Chairman's business.

3. **Minutes of the Meeting held on 25 November 2010**

The minutes of the Board meeting held on 25 November 2010 were agreed as a true and accurate record of proceedings subject to the following amendment:-

“Apologies – Geraldine Fahy”.

4. **Action Sheet Arising from Last Meeting**

The actions arising from the BSO Board meeting held on 25 November 2010 were noted by members.

The Chief Executive informed members that as yet the BSO has not received the final versions of both the Management Statement and Financial Memorandum from the Department.

5. **Matters Arising from Minutes of Meeting held on 25 November 2010**

(i) **Audit of Inequalities and Equality Action Plan – Minute 8 refers**

The Director of Customer Care and Performance presented a revised Audit of Inequalities and Equality Action Plan following members' comments.

Members approved the documentation which will now be issued for formal consultation.

6. **Director of Finance's Report to the Board for Period Ended 30 September 2010**

The Director of Finance referred to the Finance Report to 31 October 2010. The overall position for each of the segments was outlined. In particular the Service and Budget Agreement (SBA) for core services is showing a surplus at 31 October of £723,099. The increase in the surplus is primarily due to ongoing underspending on staffing within some Directorates and additional income received.

Members were briefed on proposed measures which the BSO is considering to ensure that the organisation remains on target to break-even at year-end; these include:-

- (i) The surrender of funds back to the Department;
- (ii) The surrender of funds back to Trusts, HSCB and PHA.
- (iii) Additional expenditure on a range of non-recurrent projects within the BSO.

Reference was made to the significant amount of money owed to the organisation from its customers. The Director of Finance explained that this was due to a delay in agreeing the SLAs with clients and consequently the issuing of invoices. He assured members that his staff will endeavour to recover the amounts owed to the organisation which in turn will reduce the debtor and creditor position to a more acceptable level. Members were advised that BSO will issue invoices for management fees on a monthly basis from December onwards.

In answer to a question from Mr McMurray the Director of Finance advised that the Department has not responded to the BSO's letter regarding RPA savings.

It was acknowledged that the BSO has been very diligent in exercising the vacancy control process which has in turn delivered a significant amount of savings. However some non-executive members voiced concern over the pressures incurred on existing staff and asked that SMT keep this matter under review. The Chief Executive stated that the recruitment and selection process has commenced to fill a number of essential vacancies.

Members noted the position.

7. **Update on BSTP**

The BSTP Programme Director provided a presentation on the BSTP Programme and highlighted the key issues which led to the implementation of the programme.

Members noted the objectives of the BSTP:-

- (i) To procure and implement new business systems for Finance, Procurement and Logistics, Human Resources Payroll, Travel and Subsistence and FPS and Information Systems and Services.
- (ii) Develop and implement Shared Services in the HSC.
- (iii) Deliver economic and qualitative benefits to release resources to frontline care and to enhance management in HSC.

The project is due to be fully operational by March 2013.

Members noted the position and it was recognised that the Director would provide updates on key issues to the Board on a regular basis.

8. **Any Other Business**

(i) **Road Traffic Accident – Pals Vehicle**

The Director of Operations briefed members of an incident incurred by a Pals vehicle on its way from Londonderry to Belfast due to the adverse weather conditions. The driver of the vehicle suffered minor injuries however there was significant damage to the vehicle. The Insurance Company are sending out an assessor.

Members noted the position.

(ii) **Business Continuity Test**

The Director of Human Resources and Corporate Services advised members that the BSO undertook a desktop business continuity exercise on 8 December 2010. Mr Strong who acted as an observer at the exercise informed members that the exercise proved to be very worthwhile and successful. He commended the management team for their handling of the exercise and passed on a number of observations to the Business Continuity Panel and SMT.

12. **Date of Next Meeting**

The next meeting of the BSO Board will take place at 2.00 pm on Thursday 27 January 2011 in the Boardroom, BSO HQ, 2 Franklin Street, Belfast.

The Chairman thanked everyone for attending and closed the meeting.

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Chair

\_\_\_\_\_  
Chief Executive

Date \_\_\_\_\_