

HSC BUSINESS SERVICES ORGANISATION

Minutes of Proceedings

The eighteenth meeting of the Regional Business Services Organisation (BSO) was held on Thursday 21 October 2010 at 2.00 pm in the Conference Room, PALs, Unit 4, Lissue Industrial Estate, Moira Road, Lisburn.

Present

Mr Alexander Coleman (Chairman)

Mrs Geraldine Fahy	Mr David Bingham
Mr Alan Hanna	Mr Larry O'Neill
Mr Greg Irwin	Mrs Teresa Molloy
Mrs Hilary McCartan	Mr Hugh McPoland
Mr Robin McClelland	
Mr Brian McMurray	
Mr Gerry Strong	

In Attendance

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

1. **Apologies**

An apology was received from Sean Mahon.

2. **Chairman's Business**

At the outset of the meeting the Chairman congratulated Mr Alan Hanna on his appointment as Vice Chairman to the Board of the Fire and Rescue Service and wished him every success for the future.

It was noted that a member of the public was in attendance for the public section of the Board meeting.

The Chairman informed members that he will be holding a confidential session of the Board following the end of the public Board meeting.

3. **Minutes of the Meeting held on 23 September 2010**

The minutes of the Board meeting held on 23 September 2010 were agreed as a true and accurate record of proceedings subject to the following amendment:-

In Attendance – Karen O'Loan

Once amended the minutes will be signed by the Chairman.

4. **Matters Arising from Minutes**

(i) ***Action Sheet Arising from Minutes***

The Chief Executive advised that the Department is currently considering a business case for a joint training event for non-executives from the Board, PHA and BSO.

Alphy Maginness had circulated to members a copy of the relevant sections of the Health and Social Care (Reform) Act (Northern Ireland) 2009 at the workshop held earlier in the day.

6. **Director of Finance's Report to the Board for Period Ended 31 August 2010**

The Director of Finance referred to the Finance Report to 31 August 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 this point of £571,000. There were a number of unresolved issues that could adversely effect this figure.

Members were advised that negotiations are still ongoing with the Board regarding the release of the funding for EPES. It is hoped that this matter will be resolved in the very near future.

Members were asked to grant approval for capital expenditure for PC procurement amounting £22,275. Members approved this request. It was noted that the BSO has submitted a further bid for capital expenditure to the Department.

Members noted the financial report.

Mr Brian McMurray on behalf of members wished Mr O'Neill the best of luck in his new post in the Northern Trust.

6. **Mid Year Assurance Statement**

The Director of Finance presented a draft mid year assurance statement for 2010/2011 for BSO which is statutory requirement by the Department. Members were advised that the statement was designed to enable the Accounting Officer to attest to the continuing robustness of the organisation's system of internal control. The statement was previously considered by the Governance and Audit Committee at its meeting on 5 October 2010 and was recommended for approval by the Board.

Members approved the mid-year assurance statement.

7. **Management Statement and Financial Memorandum for BSO**

Karen O'Loan presented paper BSO 62/2010 setting out the management statement and financial memorandum which was sent to the BSO for comment from the Department. Ms O'Loan advised that the management statement set out the governance arrangements for the BSO and is based on the template provided by DFP in their Managing Public Money guidance. The BSO's comments on both the management statement and the financial memorandum were considered by members and a number of amendments were suggested and agreed. It was noted that David Bingham and Karen O'Loan are meeting with Linda Devlin, Director of Strategic Management, on 4 November 2010 and will discuss this matter.

The Board approved both the management statement and financial memorandum as amended for onward transmission to the Department.

8. **Draft Corporate Balanced Scorecard**

The Director of Customer Care and Performance presented Paper BSO 63/2010 setting out the performance of key service areas in the BSO for the period up to 30 September 2010. It was noted that a new indicator had been added to the Scorecard (IP7 - CFU and Probity) and following discussions with the HSCB the target number of patient exemption checks have been reduced owing to the introduction of free prescriptions. At the invitation by the Chairman the relevant Directors briefed members on the rationale of the indicators which were highlighted either amber or red.

Members noted the Corporate Scorecard for 2010/11 and accepted that the document is still a "work in progress" and the presentation may change over the coming months.

9. **Human Resources and Corporate Services**

(i) ***HR & Corporate Services Report***

The Director of Human Resources presented paper BSO 64/10 which set out a range of workforce information relating to BSO staff. It was noted that Legal Directorate had achieved re-accreditation of IIP and the Chairman on behalf of members congratulated the Chief Legal Adviser and his staff.

The report on Corporate Services activities was also considered by members and Mr McPoland advised that he will be seeking nominations from Board members to sit on the FOI Review panel.

Members noted the HR & Corporate Services Report

(ii) ***Report on Staff Attitude Survey***

The Director of Human Resources and Corporate Services presented a further paper on Staff Attitude Survey which set out a revised set of targets along with a set of objectives which are based around a ranking approach.

Subject to Board members agreement to this approach Mr McPoland will discuss this with Staff-Side prior to the issue of the next Staff Attitude Survey in October 2011.

A discussion ensued on the most effective methods to promote the 2011 survey and it was agreed that staff would be notified well in advance of the publication of the questionnaire by the erecting of posters and advertising via the Intranet.

Members noted the proposals.

10. **Governance and Audit Committee**

(i) ***Report of Meeting held on 5 July 2010***

Members noted the minutes of the Governance and Audit Committee meeting held on 5 July 2010. Mr McMurray advised that a further meeting of the GAC had taken place on 5 October 2010 and briefed members on the issues discussed.

11. **Update on BSTP**

Shane Devlin provided members with an update on progress on the Business Services Transformation Programme (BSTP). With regard to the procurement of the 4 major systems (FPS, HR, Payroll and Procurement) the preliminary qualification stages are now complete and the competitive dialogue phase is scheduled to commence in the last week of October. The dialogue phase will continue until Christmas where outline submissions will have been received.

The BSTP team are currently in the process of developing business cases for the FPS Project and it is hoped to have the first business case drafted by the end of November.

Members were advised that a significant amount of work has been undertaken with managers across the HSC to begin to draft a single blueprint document to drive the shared services agenda. This document will eventually be submitted to the Minister for his approval.

Following the Gateway Review by OGC it was noted that their report has been assessed with an Amber status. Geraldine Fahy congratulated Shane Devlin and his team on reaching this status on their first attempt.

Members noted the position.

12. **Any Other Business**

(i) **Appointment of new Chair to Ophthalmic Committee**

The Chairman advised that Mr Martin Holley has been appointed as Chair of the Ophthalmic Committee for a period of four years with effect from 1 August 2010 to 31 July 2014.

13. **Date of Next Meeting**

The next meeting of the BSO Board will take place at 2.00 pm on Thursday 25 November 2010 in the Boardroom, BSO HQ, 2 Franklin Street, Belfast.

The Chairman thanked everyone for attending and closed the meeting.

Chair

Chief Executive

Date _____