

HSC BUSINESS SERVICES ORGANISATION

Minutes of Proceedings

The sixth meeting of the Regional Business Services Organisation (BSO) was held on Thursday 24 September 2009 at 2.00 pm in the Boardroom, Business Services Organisation Headquarters, 2 Franklin Street, Belfast.

Present

Mr Alexander Coleman (Chairman)

Mrs Geraldine Fahy

Mr Greg Irwin

Mr Sean Mahon

Mrs H McCartan

Mr Robin McClelland

Mr Alan Hanna

Mr Gerry Strong

Mr Brian McMurray

Mr David Bingham

Mr Larry O'Neill

Mrs Teresa Molloy

Mr Hugh McPoland

Mr Shane Devlin

Mr Alphy Maginness

In Attendance

Miss Amanda Mills (Secretary to the Board)

1. **Apologies**

There were no apologies.

2. **Chairman's Business**

The Chairman informed members that the organisation has completed the final appointments of the 3rd level structures with the appointment of two Assistant Directors of Finance.

Members were briefed on the proposed minor refurbishment work in the Reception area of BSO HQ. He also advised that the Artscore Department have kindly agreed to fund an "Art Installation" in the Reception, however, it will not be ready until later in the year.

The Chief Executive hosted a Reception for 20 staff on 17 September 2009 who are leaving the organisation over the next few months on Voluntary Early Retirement (VER). The Chairman asked the Chief Executive to convey to those staff the Board's best wishes.

3. **Minutes of the Meeting held on 27 August 2009**

The minutes of the Board meeting held on 27 August 2009 were agreed as a true and accurate record of proceedings and were signed by the Chairman.

4. **Matters Arising from Minutes**

(i) **Action Sheet Arising from Board Meeting held on 27 August 2009**

The actions arising from the BSO Board meeting held on 27 August 2009 were noted by members.

(ii) **Shared Services – Business Transformation Programme Board – Minute 8**

The Chief Executive advised that the Outline Business Case for this project is still awaiting final approval for funding from DFP. David Bingham will meet with the Project Team on a regular basis and agreed to keep Board members apprised of any developments.

Members noted the situation.

5. **Finance Director's Report to the Board for the Period Ended 31 August 2009**

The Director of Finance presented the financial report for the period ended 31 August 2009 which showed that the BSO has an income and expenditure deficit of £203,000. A number of factors still remain to be clarified regarding the Revenue Resource Limit, (RRL) including the reinstatement of savings in respect of the EPES project due to the delay in its implementation. Until confirmation is secured on the BSO's income position, the budgets for 2009/2010 cannot be finalised.

Members noted the position.

Members were advised that the Department has confirmed that the Capital allocation for the BSO for this financial year is £300,000. It was agreed that this amount is inadequate and does not reflect the size of the expanded organisation (eg Technology Services, Probity and HSC Pensions). Mr O'Neill has met with Department officials regarding this matter and they have agreed to review the capital allocation for the BSO however it was recognised that due to the financial implications of H1N1 Pandemic additional funding would be limited.

Notwithstanding this a list of capital bids which have been compiled from Directorates will be presented to SMT for prioritisation, as the bids exceed the capital allocation. The Director of Finance requested the Board's approval to delegate authority to SMT to proceed with the purchase of capital expenditure items once prioritised and agreed by SMT. Members endorsed this proposal and it was agreed that retrospective approval will be sought from the Board at a future meeting.

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

The Chief Executive presented a Forecast Analysis of progress against the 2009/2010 Reconfiguration Programme Plan for members' consideration.

The Risk Register relating to the Reconfiguration Programme was also considered and noted by members. It was suggested and agreed that where possible dates should be inserted in the Counter Measures column in the Risk Register.

7. **BSO Realignment and Location of Board Legacy Functions**

The Chief Executive presented paper BSO 32/2009 which had been amended in light of members' comments at the August Board meeting. The draft paper has been sent to both the Permanent Secretary and the Minister's Press Office for comment. In light of statutory requirements the document will be sent out for consultation once the Department has responded. Mr Bingham agreed to update the Board on this matter on a regular basis.

It was agreed that in light of the importance of this document approval should be sought from members rather than noting.

Members subsequently approved the draft paper.

8. **BSO Communication Action Plan – Update**

The Chief Executive presented a further update on the Communication Action Plan which set out the various mechanisms to achieve an effective communications strategy for the BSO. Discussion ensued regarding whom this Plan was focussed at, ie staff and BSO customers/clients. It was suggested that some of the actions in the Plan should be addressed to people/organisations who have a vested interest in the BSO, eg the Health Committee. It was agreed that the Chief Executive and SMT would give further consideration to this matter.

It was agreed that a Stakeholder Analysis Session should be included in the forthcoming Board workshop on 22 October 2009.

9. **Update on Swine Flu – Regional Preparedness for H1N1 Pandemic**

Teresa Molloy presented paper 34/2009 which detailed the continuing work undertaken by PALs staff to support the HSC in its preparedness arrangements for the H1N1 pandemic. An additional warehouse has recently been secured to store the NI allocation of the UK stockpile of Personal Protective Equipment (PPE) and Vaccination consumables. The Chairman on behalf of the Board asked Mrs Molly to convey its thanks and appreciation to the PALs staff who are involved in this critical work and for the high levels of professionalism and commitment shown.

Members noted the position.

10. **Any Other Business**

(i) **Annual Progress Report to the Equality Commission for 2008/2009**

Shane Devlin presented the Annual Progress Report to the Equality Commission for 2008/2009 in respect of the Central Services Agency.

Discussion ensued on the action required to mainstream/embed equality throughout the BSO and Shane Devlin advised members that he is drafting a paper on a proposal to establish an Equality Forum for the organisation for consideration by SMT in the first instance.

Members noted the Report.

11. **Date of Next Meeting**

It was agreed that the next meeting of the BSO Board will take place on Thursday 22 October at 2.00 pm. Members were reminded of the Workshop being held on the morning of 22 October to consider the draft Mission and Values for the organisation.

The Chairman thanked everyone for attending and closed the meeting.

Chair

Chief Executive

Date