

**HSC BUSINESS SERVICES ORGANISATION**

**Minutes of Proceedings**

The eleventh meeting of the Regional Business Services Organisation (BSO) was held on Thursday 25 February 2010 at 2.30 pm in the Boardroom, Southern HSC Trust, College of Nursing, Craigavon Area Hospital, 68 Lurgan Road, Portadown.

**Present**

Mr Alexander Coleman (Chairman)

Mrs Geraldine Fahy

Mr Alan Hanna

Mr Greg Irwin

Mrs Hilary McCartan

Mr Robin McClelland

Mr Brian McMurray

Mr Sean Mahon

Mr Gerry Strong

Mr David Bingham

Mr Larry O'Neill

Mrs Teresa Molloy

Mr Hugh McPoland

**In Attendance**

Mr Shane Devlin

Mr Alphy Maginness

Miss Amanda Mills (Secretary to the Board)

Mr Tommy Brownlee (NIPSA) for Item 7

Mr Kevin Kelly (NIPSA) for Item 7

1. **Apologies**

There were no apologies.

2. **Chairman's Business**

There was no Chairman's Business.

3. **Minutes of the Meeting held on 28 January 2010**

The minutes of the Board meeting held on 28 January 2010 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**

The actions arising from the BSO Board meeting held on 28 January 2010 were noted by members.

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

The Director of Finance presented the financial report for the period ended 31 January 2010 which showed that the BSO has an income and expenditure surplus of £71,000. There were a number of non recurrent items which are not currently funded. Negotiations are ongoing with both the Department and the HSCB regarding this issue.

Members were advised that there is still uncertainty over the level of CSR savings which was set for the BSO in June 2009. The Chief Executive and Director of Finance met with the Deputy Secretary of the Department and the Director of Finance, HSCB on 5 February 2010 to discuss the impact of RPA savings on the BSO and also the effect of the CSR required by Trusts. The Chief Executive subsequently wrote again to the Deputy Secretary of the Department on 17 February 2010 asking for a review of the identified savings targets for the organisation. To date there has been no reply.

Further to the last Board meeting the Director of Finance reported that the HSCB has now agreed to a reduction of £18,000 in BNF costs for this financial year.

Members noted the position.

Members considered and approved capital expenditure schemes amounting to £66,000 for the purchase of 3 Vehicles (PALs), Recruitment Training Software (HR), and a Distributed Call System (Pensions).

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. It was noted that the Reconfiguration project should be completed by 31 March 2010 with the final project report coming to the March Board meeting. In answer to a question from Geraldine Fahy, Teresa Molloy advised that work on the ICT Commissioning Model will not commence until the 2010/2011 financial year due to the incompleteness of the staffing structures in the HSCB.

The Risk Register relating to the Reconfiguration Programme was also presented for members' consideration.

Members noted the position.

7. **Consultation on the BSO Realignment and Location of Legacy Board Functions in response to the RPA Savings Targets**

At the outset Mr Brownlee thanked the Chairman and Board for the opportunity to speak to the Board on this matter. He commenced his presentation by outlining the Trade Union's objections to the realignment of legacy Board functions and in particular referred to the "Bain Report" and equality issues.

The Chief Executive advised that the BSO has put a lot of thought and hard work into this highly sensitive and important matter but reminded members that funding has been removed from the BSO budgets in this financial year and also for 2010/2011 and the organisation has to live within its budget. He reported that it is envisaged that thanks to the Due Diligence process only a small number of staff will be affected by the realignment process. It was recognised that this will be a very challenging time for the individuals and agreed that it is imperative that BSO will endeavour to minimise the disruption to those staff. In answer to a question the Chief Executive assured members that an open communication channel will be given to the trade unions and affected staff.

Following a lengthy discussion members' noted the consultation report and approved the organisational framework which was proposed in October 2009. Approval was also given to the commencement of a process to map staff into posts.

8. **Policies for Approval**

(i) **Gifts and Hospitality**

Members considered and approved the draft Gifts and Hospitality Policy and agreed to the policy replacing paragraphs 10.3 and 10.3.13 marked "Hospitality" within Section 9 of the BSO Standing Orders.

(ii) **Records Management Policy**

The Director of Human Resources presented a draft Records Management Policy for members' approval. He advised that the Controls Assurance Standard for Records Management requires that HSC organisations present the Records Management Policy for formal Board approval and adoption. It was noted that a Records Management Group has been recently established in the organisation and it would be reviewing this policy at its next meeting. Members made a number of suggestions on the wording of the document that were accepted.

The policy was approved with the proviso that the Records Management Group should thoroughly review the policy in light of developments and present a revised policy to a future Board meeting.

(iii) **ICT Policy**

The Director of Operations presented the draft ICT Policy which would become operational from 1 April 2010. She advised that the policy is derived from and in line with the draft regional HSC ICT Security Policy. It was noted that the Controls Assurance Standard for ICT requires each HSC organisation present an ICT Policy for formal Board approval and adoption.

Members approved the policy.

9. **Governance and Audit Committee (GAC)**

(i) **Terms of Reference for the GAC**

A revised Terms of Reference for the Governance and Audit Committee (GAC) was presented to members for formal approval and adoption. It was noted that the Terms of Reference had previously been considered by the GAC at its meeting on 19 January 2010 and was approved subject to minor revisions.

The Board adopted the Terms of Reference subject to minor amendments relating to the roles and responsibilities of Internal Audit. The BSO's Standing Orders will now be amended to include these revisions.

10. **Any Other Business**

(i) **Revised Mission Statement for BSO**

The Chairman advised that the Permanent Secretary of the Department had recently written to the Chief Executive suggesting a minor change to the organisation's Mission Statement. The suggestion was that the word "competitive" should be replaced with "value for money". Members accepted the Department's recommendation and it was agreed that the Mission Statement would be amended forthwith to read ""To deliver value for money, high quality business services to Health and Social Care so contributing to the health and wellbeing of the population in NI".

(ii) **Timetable for Final Accounts**

The Director of Finance informed members that the NI Audit Office have confirmed that they plan to issue the Report to those Charged with Governance (Management Letter) by 25 June 2010. To that end a meeting of the GAC has been scheduled to take place on 5 July 2010 and a Board meeting on 7 July 2010.

11. **Date of Next Meeting**

The next meeting of the BSO Board will take place at 2.00 pm on Tuesday 30 March 2010 in the Boardroom, BSO HQ.

The Chairman thanked everyone for attending and closed the meeting.

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Chair

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

Date \_\_\_\_\_