

HSC BUSINESS SERVICES ORGANISATION

Minutes of Proceedings

The nineteenth meeting of the Regional Business Services Organisation (BSO) was held on Thursday 25 November 2010 at 2.00 pm in the Boardroom, BSO HQ, 2 Franklin Street, Belfast.

Present

Mr Alexander Coleman (Chairman)

Mr Alan Hanna

Mr Greg Irwin

Mrs Hilary McCartan

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

Miss Amanda Mills (Secretary to the Board)

At the outset of the meeting Mr Des O'Loan and Mr David Bryce provided a demonstration on the working pilot project on the Electronic Care Record. Members were advised that a report of the findings of the pilot will be issued on 15 December 2010 and a business case will subsequently be produced for consideration by the Department.

The Chairman on behalf of members wished Mr Bryce and his team success in finalising this project.

1. **Apologies**

Apologies for absence were received from Geraldine Fahy and Shane Devlin.

2. **Chairman's Business**

The Chairman advised members that unfortunately the interview panel were unable to make an appointment for the Director of Finance post on 9 December. The post will be re-advertised and the interviews are scheduled to take place on 20 December 2010.

The Chairman welcomed Mr Norman Bennett, interim Director of Finance, to the meeting.

3. **Minutes of the Meeting held on 21 October 2010**

The minutes of the Board meeting held on 21 October 2010 were agreed as a true and accurate record of proceedings subject to the following amendment:-

“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.”

Once amended the minutes will be signed by the Chairman.

4. **Matters Arising from Minutes**

(i) **Management Statement and Financial Memorandum for BSO – Minute 7**

The Chief Executive advised that following the October Board meeting he and Karen O’Loan had met with Linda Devlin, Director of Strategic Management, DHSS PS, to discuss the BSO’s proposed amendments to the Management Statement/Financial Memorandum. Correspondence had been received from the Department dated 18 November confirming the key points agreed at the meeting and a subsequent redraft was produced. In particular it was noted that the Department intends, subject to DFP approval, to raise the BSO’s delegated limit for capital expenditure from £10k to £250k. A final version of the documentation will be presented to the December Board meeting for approval.

(ii) **Action taken since Board Workshop held on 21 October 2010**

The Chief Executive advised members that a Programme has been established following agreement at the Board workshop on 21 October 2010. The programme to be known as Transforming Organisational Performance Programme – “TOPS”, will have two work-streams – Efficiency Measures within the BSO and looking at new business areas. Mr Nigel Reynolds has been appointed as Programme Manager and Alan Hanna and Greg Irwin have agreed to become members of the Programme Board. The work of the Programme Board will be reported to the BSO Board on a regular basis.

Members noted the position.

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 30 September 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 30 September of £487,064. It was noted that due to the confirmation of a number of income lines since the October Board meeting the surplus has reduced. It is expected however that there will be a significant increase in expenditure over the last six months of the financial year.

The Director of Finance briefed members on the proposed strategy the BSO will put in place to ensure that it breaks even at year-end.

Members noted the capital position as at 31 October 2010 where to date the BSO has committed £256,000 of its capital allocation. The BSO has recently submitted a supplementary bid for capital to the Department amounting to £209,000 for Fixed Asset System – Finance, purchase of vehicles – PALs, Swipe Access Card System – Pensions and essential work to the Boucher Crescent premises. Funding for the Fixed Asset System has already been agreed and implementation of this system is now proceeding. Business cases are being prepared for the other items on the supplementary list and it is hoped that the Department will provide the BSO with a favourable response.

The BSO has been informed by the Department that the General Capital Resource Limit for 2011/2012 will be £181,000. The Department has urged the BSO to proceed with agreeing the allocation and procurement arrangements for projects to be funded from this allocation.

The Chief Legal Adviser advised members that he is meeting with the Directors of Finance on 17 December 2010 to brief them on the need for additional resources to meet increased demands for provision of legal services provided by the BSO.

Members noted the position

7. **Corporate Balanced Scorecard – April – October 2010**

The Director of Customer Care and Performance presented Paper BSO 68/2010 setting out the performance of key service areas in the BSO for the period up to 31 October 2010. As agreed at the last Board meeting SMT reviewed the definitions of the RAG status within the Corporate Balanced Scorecard that currently have specific targets and these were attached in Appendix A of the Scorecard documentation. Also included in the documentation were graphs representing certain indicators. It was noted that additional indicators had been also added to the Scorecard (F2 – BSO Surplus(Deficit) against income, C9 - % increase or decrease in legal service time recorded (in comparison with 2009/2010) and IP17 – Number of GMS payments made). At the invitation of the Chairman the relevant Directors briefed members on the rationale of the indicators which were highlighted either amber or red.

It was suggested and agreed that individual directorate scorecards should be presented to the Board on a regular basis along with the monthly Corporate Scorecard.

Members noted the documentation.

8. **Audit of Inequalities and Equality Action Plan**

The Director of Customer Care and Performance presented Paper BSO 69/2010 which set out the Equality Commission's suggested template for the BSO Equality Scheme and the Audit of Inequalities and Equality Action Plan which was undertaken as part the process. The consultation process regarding this matter is due to commence on 17 December 2010 and close in mid March 2011. It was agreed that members should submit any comments on the documentation to the Chief Executive's Office by Friday 3 December 2010.

It was noted that the final version of this documentation will be presented to the December Board meeting for approval.

9. **Update on Developments in FPS**

The Director of Operations presented paper BSO 70/2010 which provided members with an update on a range of developments during the first half of 2010/2011 within the Family Practitioner Services business area. The report summarised the main actions taken to improve efficiency and performance of the Dental, Pharmaceutical and GP Payment functions and included the addressing of legacy issues. Members were also updated on the ongoing negotiations regarding the pharmaceutical contract and the Drug Tariff.

The Chairman on behalf of members congratulated the Director of Operations and her team on the considerable amount of work which has been undertaken to modernise the FPS payments systems.

Members noted the developments.

10. **Dates of Board Meetings in 2011**

The Chairman advised that following discussions with the Chief Executive the following indicative dates have been suggested for the Board meetings from January – June 2011.

Thursday 27 January 2011
Thursday 24 February 2011
Thursday 31 March 2011
Thursday 28 April 2011
Tuesday 31 May 2011
Thursday 30 June 2011

11. **Any Other Business**

(i) **Declaration and Register of Interests for 2010/2011**

A revised list of members declared interests was presented to the meeting for noting. Members were reminded that the formal Register of Interests is held in the Chief Executive's Office.

12. **Date of Next Meeting**

The next meeting of the BSO Board will take place at 10.00 am on Thursday 16 December 2010 in the Boardroom, BSO HQ, 2 Franklin Street, Belfast.

The Chairman thanked everyone for attending and closed the meeting.

Chair

Chief Executive

Date _____