

**HSC BUSINESS SERVICES ORGANISATION**

**Minutes of Proceedings**

The thirteenth meeting of the Regional Business Services Organisation (BSO) was held on Thursday 29 April 2010 at 2.00 pm in the Boardroom, BSO HQ, 2 Franklin Street, Belfast.

**Present**

Mr Alexander Coleman (Chairman)

Mrs Geraldine Fahy

Mr Alan Hanna

Mr Greg Irwin

Mrs Hilary McCartan

Mr Robin McClelland

Mr Brian McMurray

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)

1. **Apologies**

Sean Mahon

2. **Chairman's Business**

The Chairman advised members that as required by the Code of Practice issued by the Commissioner for Public Appointments he will be undertaking the annual performance appraisal for non-executive directors for the period 1 April 2009 – 31 March 2010. The Chief Executive's Office will issue the appraisal documentation to members and will subsequently arrange for the Chairman to meet with non-execs on a one to one basis. The Chairman requested that each non-executive complete the assessment form in advance of their meetings. The completed assessments should be returned to the Public Appointments Unit on or before 30 June 2010.

Members noted the position.

3. **Minutes of the Meeting held on 30 March 2010**

The minutes of the Board meeting held on 30 March 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 30 March 2010 were noted by members.

The Chief Executive advised members that the Minister has approved the submission on moving to procurement of the new business systems (Human Resources, Payroll and Travel, Finance and Procurement) with immediate effect. The Department will now commence the process by issuing a contract notice to the Official Journal of the European Union (OJEU). The consultation process on the location of Shared Services sites will probably not take place until later in the year.

David Bingham confirmed that the Business Services Transformation Programme (BSTP) will formally transfer to the BSO along with the budget for the project. It was agreed that a paper will be produced on the governance framework for the project for consideration at the May Board meeting.

Members noted the position.

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

The Director of Finance presented a financial report for the period ended 31 March 2010 which showed that the BSO has an income and expenditure surplus of approximately £429,000. He advised that due to the preparation of the final accounts for 2009/2010 the actual end year financial position may change slightly as there may be a number of accruals/adjustments to be processed.

The Director of Finance reported that he has submitted a bid to the Department asking for additional funding to manage the income of £16m from the additional services that the BSO has assumed responsibility for, ITS and Healthy Start. He further advised that the BSO received a capital allocation of £2.5m for ITS projects. In answer to a question from Greg Irwin Mr O'Neill stated that to date he has not received official confirmation of the savings required for 2010/2011.

Members were informed that the BSO has appointed a cost accountant on a temporary basis to work on the internal recharges model.

Members noted the position.

6. **Service Delivery Plan for 2009/2010 – Progress Report to 31 March 2010**

The Director of Customer Care and Performance presented the progress report for the quarter ending 31 March 2010 giving details of the BSO's achievement in meeting the objectives (Corporate and Directorate) set out in the Service Delivery Plan for 2009/2010.

Members were advised that following discussion at SMT it was agreed that BSO will implement the Balanced Scorecard approach with effect from 1 April 2010 and will produce a report for the Board's consideration after the end of the first quarter (April – June 2010).

Members noted the position.

7. **Human Resources Matters**

(i) **Workforce Information**

The Director of Human Resources presented paper BSO 33/2010 which set out a range of workforce information relating to BSO staff. Discussion ensued regarding the levels of sickness absence however it was noted that the corporate absence level for the BSO for the period 1 April 2010 – 31 March 2010 is 3.92% which is 1.28% below the Priorities for Action target for absence.

Members noted the position and asked for further information on Special Leave to be included in the next Workforce Information report.

The Board considered and approved the attendance of Mr Neville Jones, Assistant Head of CFU and Probity to attend a European Healthcare Fraud and Corruption Network (EHFCN) conference in Brussels on 28 and 29 September 2010. Members were advised that the costs would be borne by the EHFCN.

Members also considered and retrospectively approved the attendance of Mrs Sandra Lowe, CFU who is an Assembly Delegate of the EHFCN and was required to attend a General Assembly meeting in Lisbon which was held on 21 – 23 April 2010. As with the previous application the costs were being covered by the EHFCN.

(ii) **Draft Health and Safety Policy**

The Director of Human Resources presented a draft Health and Safety Policy for members' approval. He advised that the policy has been considered by the BSO's Health and Safety Committee and has been sent to the Trade Unions for consultation. Appended to the policy is the first of the Health and Safety Bulletins which will initiate an assessment of health and safety risks across the organisation. The Health and Safety Committee will develop the remaining bulletins which will guide the approach in ensuring the workplace continues to be safe for staff and visitors.

Members approved the draft policy subject to minor amendments.

8. **Developments in FPS – Pharmaceutical Services**

(i) **Category M**

The Chief Executive informed members that the Minister had written to BSO asking for work to be taken forward to resolve outstanding matters relating to the Category M Judicial Review findings against the Department.

A Terms of Reference has been provided to the BSO and the HSCB by the Department and a clear mandate has been established. Steps have already been taken to form a core team of officers from the BSO, Board and Department to take forward the talks with the Pharmaceutical Contractors Committee (PCC) who will represent Community Pharmacists.

The first meeting is scheduled to take place on Friday 30 April 2010.

Members noted the position.

(ii) **EPES**

The Director of Operations advised members that BSO has secured the support of PCC to the adoption of the BSO's proposal to capitalise on the EPES technology already implemented in the BSO through the use of the scanning of the DM&D Code within the 2D barcode enabling automated submission for payments for "part 1 drugs". The systems modification and associated business rules are now in place and BSO expects that, once implemented, over 30% of prescription items will bypass the manual data prep process and be forwarded directly to the BSO validation system for payment. The revised payment process will go live during May 2010.

BSO is continuing to work to expand the efficiencies possible from the new ways of working and have agreed with PCC that a sub group of the BSO's Pharmaceutical Committee will be established to seek further opportunities for efficiency using the dm+d functionality.

Members welcomed this positive news.

9. **Any Other Business**

(i) **New Guidance on Section 75 Statutory Equality Duties – Promoting Equality, Good Relations and Human Rights in Health and Social Care**

The Director of Customer Care and Performance referred to a recent workshop held on 15 April 2010, which was attended by several BSO Board members, regarding the above mentioned matter. A guidance document for Board members was produced to remind Board members (Executive Directors and Non-Executive Directors) that they have the responsibility to ensure that their organisation is compliant with Equality, Good Relations and Human Rights legislation and that it promotes good practice.

The Equality Commission are introducing revised guidance to the implementation of section 75. The implementation requires a three stage approach. Firstly all organisations will have to carry out an audit of inequalities, this audit will require the BSO to review its functions and identify potential areas of inequality. Secondly the BSO will have to develop an action plan to address the gaps identified from the audit and thirdly the BSO will have to develop a new equality scheme. This three stage approach must be completed, approved by the board and submitted to the Equality Commission by April 2011.

Members noted the position.

(ii) **Chairman of the Pharmaceutical Committee of the BSO**

The Chairman informed members that following the selection process the Department has appointed Mr Patrick Slevin as Chairman of the BSO's Pharmaceutical Committee. The Minister has been advised of his appointment for a 4 year period from 1 April 2010 until 31 March 2014.

10. **Date of Next Meeting**

The next meeting of the BSO Board will take place at 2.00 pm on Thursday 27 May 2010 in the Boardroom, BSO HQ.

The Chairman thanked everyone for attending and closed the meeting.

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Chair

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

Date \_\_\_\_\_