

HSC BUSINESS SERVICES ORGANISATION

Minutes of Proceedings

The twelfth meeting of the Regional Business Services Organisation (BSO) was held on Tuesday 30 March 2010 at 2.30 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 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)

1. **Apologies**

There were no apologies.

2. **Chairman's Business**

There was no Chairman's Business.

3. **Minutes of the Meeting held on 25 February 2010**

The minutes of the Board meeting held on 25 February 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 25 February 2010 were noted by members.

5. Director of Finance's Report to the Board for Period Ended 28 February 2010

The Director of Finance presented the financial report for the period ended 28 February 2010 which showed that the BSO has an income and expenditure surplus of £227,000. He advised that the surplus has resulted from the outcome of VER, confirmation of additional income streams and achievement of CSR/RPA savings. Mr O'Neill informed members that the BSO has reached agreement for funding on a recurrent basis with the HSCB.

The CSR/RPA savings for BSO for 2009/2010 have eventually been confirmed as £854,000.

The capital expenditure report was presented to members and it was noted that at the end of February 2010 there remained a balance of £41,000. A further two capital expenditure bids were considered and approved by members amounting to £19,000 for the purchase of a Meta Compliance System (ITS) and Electronic Document System (Legal).

It was noted that the Department have confirmed that the BSO's Capital Allocation for 2010/2011 will be £275,000 and work will commence early in the new financial year on collating and approving bids.

Members noted the position.

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 in the majority of the scores in the plan had reached the "Green" status and Mr Bingham informed members that the BSO restructuring programme was near completion.

The Risk Register relating to the Reconfiguration Programme was also presented for members' consideration. The Chief Executive updated members on Risk No 13 relating to the delays in the delivery of the Shared Services Project including the location of the Shared Services centres. He reported that the Department still had not given the go ahead for the replacement of business systems or for consultation on the location of Shared Services Centres. He added that the delay in approval of these initiatives would put at risk the delivery of savings and the delivery of efficient business systems in the HSC. Geraldine Fahy enquired if this issue was also logged onto the Department's Risk Register. David Bingham advised that Shared Services is reported to the Board of the Department on a quarterly basis and agreed to write to the Permanent Secretary to seek confirmation that the serious impact of delays was recorded on the Department's Risk Register.

Members noted the position.

7. **Draft Service Delivery Plan**

The Director of Customer Care and Performance presented the initial draft of the BSO's corporate Service Delivery Plan for 2010/2013 for members' consideration. A lengthy discussion ensued regarding the content of the document and a number of amendments were suggested and agreed. It was noted that a final version of the Plan will be presented to the May Board meeting for formal approval.

8. **Corporate Risk Register and Progress on Action Plans**

The Director of Customer Care and Performance presented the current Corporate Risk Register and Progress against Action Plans as at 31 March 2010 for members' information. Members' attention was drawn to the inclusion of a new risk into the Register relating to the potential failure of secondary systems within FPS to deliver to their required specification. This has been included following the recent Internal Audit report on the review of dental payments. A number of risks have also been revised following a thorough review at a recent meeting of SMT. It was also noted that the risk relating to the H1N1 Pandemic has now been removed from the Register.

Members noted the position.

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

(i) **Minutes of Meeting held on 19 January 2010**

Members noted the minutes of the Governance and Audit Committee meeting held on 19 January 2010. Mr McMurray advised that a further meeting of the GAC had taken place on 23 March 2010 and briefed members on the issues discussed.

10. **Remuneration and Terms of Service Committee**

(i) **Minutes of Meeting held on 6 October 2009**

Members noted the minutes of the Remuneration and Terms of Service Committee (RTSC) meeting held on 6 October 2009. The Chairman briefed members of the issues discussed at the RTSC meeting held earlier in the day.

11. **Any Other Business**

(i) **DFP Memorandum on the 1st Report from the PAC Session 2009/2010 on the Investigation of Suspected Contract Fraud**

Teresa Molloy advised members that following the publication of the DFP Memorandum on the 1st Report from the PAC Session 2009/2010 on the Investigation of Suspected Contract Fraud the Chief Executive asked the Director of Operations and the Director of Finance to review the impact of the report on the BSO and in particular PALs. Members noted the Impact Assessment undertaken on behalf of the BSO which commented on each of the 30 recommendations issued by DFP. Mrs

Molloy advised that the majority of the recommendations were not relevant to the BSO but will have significant impact on Trusts.

Members noted the position.

(ii) **Declaration and Register of Interests**

A summary of member's declared interests was presented and it was noted that the Register is available for public inspection. Members were reminded that if they feel uncertain as to whether they may have to declare an interest they can contact the Chairman or the Chief Executive for advice

12. **Date of Next Meeting**

The next meeting of the BSO Board will take place at 2.00 pm on Thursday 29 April 2010 in the Boardroom, BSO HQ.

The Chairman thanked everyone for attending and closed the meeting.

Chair

Chief Executive

Date _____