

BUSINESS SERVICES ORGANISATION

Minutes of Proceedings

The one hundred and forty fourth meeting of the Board of the Business Services Organisation was held on Thursday 26 August 2021 at 10.00am via Video Conference.

Present:

Miss P Gordon (Acting Chair)

Mr Robert Bannon

Mr Mark Campbell

Mr Sean McKeever

Professor Dorothy Whittington

Mrs Karen Bailey (Acting Chief Executive)

Mrs Karen Bryson (Director of Finance)

Mrs Paula Smyth (Director of HR&CS)

Mr Peter Wilson (Interim Director of Operations)

In Attendance:

Mr Alphy Maginness (Chief Legal Adviser)

Mr Mark Bradley (Interim Director of CCP)

Miss Amanda Mills (Board Secretary)

1. Apologies

An apology for absence was received from Mrs Julie Erskine.

2. Conflicts of Interest Declarations

There were no conflicts of interest declared.

2. Minutes of BSO Board Meeting held on 24 June 2021

The minutes of the meeting held on 24 June 2021 were agreed as a true and accurate record of proceedings.

3. Chairs Business

Due to the Chair being absent from the meeting there was no Chairs business.

4. Acting Chief Executive's Report

Karen Bailey briefed members on key meetings she had attended over the Summer.

The HSC Digital programme is proceeding at pace and a Programme Director has recently been appointed to take the lead on this project; Paul Duffy. Paul is scheduled to take up post on 6 September 2021.

A meeting of the Encompass Programme Board took place on 2 July 2021 and the newly appointed SRO was in attendance. At the meeting there was significant debate around the delivery of objectives and a number of issues were identified which could have an impact on the Encompass Programme Budget of which BSO holds responsibility at present. The Acting Chief Executive assured members that BSO will continue to support Encompass to ensure a successful outcome.

The Outline Business Case (OBC) for the Equip Programme is near completion and will be presented to the Equip Programme Board scheduled to take place on 1 September 2021 before submission to DoH for approval.

Following a recruitment exercise in August Miss Heather Finlay has been appointed as Head of Clinical Education Centre (CEC) for a year secondment and will take up post in the Autumn.

It is envisaged that the final report on the review of BSO will be completed in September/October. The Consultants are planning to hold a workshop with SMT in early September to go through their recommendations; the review will ultimately be presented to the Board for final endorsement.

5. Items for Approval

8. Finance Report – Month 2 – Paper BSO 45/2021 refers

The Director of Finance presented paper BSO 45/2021; a finance report for the two month period ending 31 May 2021.

The summary financial position shows the reported income and expenditure position for the period, with an overall surplus reported for this period and at this stage in the year a break even position is forecast for year end.

The DoF drew members attention to an issue around the expenditure for the Encompass programme whereby due to difficulties around recruitment of staff and finalising the development of the programme plan to support the infrastructure. This will impact on the run rate of the expenditure position in year and will require an update to the financial plan. She advised that a contingency plan is currently being drafted by the CDIO to consider other options to resolve both Programme Plan issue and he is intending to present a highlight report to the Programme Board for their approval. .

Members noted the finance report.

9. Five Year Review of BSO Equality Scheme – BSO 46/2021 refers

Professor Whittington presented the Five Year Review of the BSO Equality Scheme which is a mandatory requirement for all public bodies. She advised that the purpose of the review was to take learning and set direction for the coming years by critically evaluating the way the organisation has implemented Section 75 over the past five years. Members welcomed the chance to comment on the Review and asked Professor Whittington to pass on their thanks to Equality for a very ambitious report.

Members approved the Five Year Review of the BSO Equality Scheme for onward transmission to the Equality Commission.

10. Corporate Balanced Scorecard – Paper BSO 47/2021 refers

The Interim Director of CCP presented paper BSO 47/2021 which set out the performance of key service areas in the BSO for the period up to 31 May 2021. He highlighted those measures with a red rag rating and explained the circumstances which led to the evaluations. He stated that it is hoped to organise a workshop in the Autumn to review the contents and presentation of the Scorecard Report.

Members noted the BSO Corporate Scorecard.

11. *Executive Summary for the Office for Research Ethics Committees (RECs) NI for 2020/21 – Paper BSO 2020/21.*

Members noted with interest the Executive Summary for the Office for Research Ethics Committees NI for 2020/21. In particular it was recognised that despite the pressures of Covid both HSC RECs A and B remained compliant with all its KPI targets and this was to be congratulated.

12. *Governance and Audit Committee (GAC)*

(i) *Report of Meeting held on 17 June 2021*

The Chair of the GAC briefed members on the key issues discussed at the GAC meeting held on 17 June 2021. As outlined earlier in the Board meeting a large proportion of the meeting was dedicated to consideration of the Annual Report and Accounts for 2020/21. A presentation was made to GAC on the whistleblowing process for BSO and the committee was presented with 4 internal audit reports for review, including a report on the Encompass Responsibilities and Accountabilities which GAC found very beneficial from a governance perspective. The minutes of the GAC meeting held on 15 April 2021 were noted by members.

13 *Business and Development Committee (BDC)*

(i) *Report of Meeting held on 14 June 2021 – Paper BSO 50/2021 refers*

The Chair of BDC briefed members of the key issues discussed at the BDC meeting held on 14 June 2021. The Terms of Reference for the Committee were considered and a revision was suggested regarding the frequency of the meetings. The sickness absence rate has decreased compared to the same period in 2019/20. It was recognised that with so many staff working remotely due to the pandemic the lower absence figure is an attributer to the reduction in staff absence. BDC raised concern on the increased number of recruitment agency staff employed by the organisation and the Director of HR&CS assured members that BSO SMT are keeping a watchful eye on this matter and plan to undertake a “deep dive” analysis on this issue and present a report to SMT. Members were also provided with an update on the Migration of HSCB and it was agreed that this matter would become a substantive agenda item for BDC along with the Portfolio of ITS programmes.

(ii) *Minutes of BDC - 15 February 2021 – Appendix A*

The minutes of the BDC meeting held on 15 February 2021 were noted by members.

(iii) *Revised Social Media Policy – Appendix B*

Members considered and approved the revised Social Media Policy following the recommendation from BDC that it be approved.

14. ***AOB***

There was no any other business.

15. ***Date of Next Meeting***

The next meeting of the BSO Board will take place on Thursday 26 August 2021 at 10.00 am

The Chairman thanked everyone for attending and closed the meeting.

Chair

Chief Executive

Date _____