

BUSINESS SERVICES ORGANISATION

Minutes of Proceedings

The one hundred and forty sixth meeting of the Board of the Business Services Organisation was held on Thursday 2 December 2021 at 10.00am via Video Conference.

Present:

Mrs Julie Erskine (Chair)

Mr Robert Bannon

Miss P Gordon

Mr Sean McKeever

Professor Dorothy Whittington

Mrs Karen Bailey (Acting Chief Executive)

Mrs Karen Bryson (Director of Finance)

In Attendance:

Mr Alphy Maginness (Chief Legal Adviser)

Mr Mark Bradley (Interim Director of CCP)

Mr Robin Arbuthnot (AD HR)

Miss Amanda Mills (Board Secretary)

1. Apologies

Apologies for absence were received from Mr Mark Campbell, Mrs Paula Smyth and Mr Peter Wilson.

2. Conflicts of Interest Declarations

There were no conflicts of interest declared.

3. Minutes of BSO Board Meeting held on 28 October 2021

The minutes of the meeting held on 28 October 2021 were agreed as a true and accurate record of proceedings subject to a minor amendment.

4. Board Action Template – Paper BSO 71/2021 refers

Members noted the contents of the Board Action Template. The Chair referred to the action point relating to the Board Risk Workshop scheduled for the last quarter of 2021/22. She had hoped that the vacant NED posts would have been appointed at this stage and that the new NEDs would have been in attendance at the Risk Workshop. She assured the Board that she will continue to urge the DoH the urgent need for the vacant positions to be recruited.

5. Chair's Business

The Chair briefed members on key meetings she attended during the month of November which included attendance at Public Accountability and Governance Training event for Audit and Risk Assurance facilitated by the Chief Executives Forum (CEF). The DOH have confirmed the

reappointment of Mr Sean McKeever for a further four years. A meeting with the Permanent Secretary has been arranged for 8 December 2021 to brief him on the Review of BSO. The Chair was delighted to announce that Peter Wilson won the prestigious Chairman's Award at the HSCA Annual Awards ceremony held on 25 November 2021.

6. Acting Chief Executive's Report

The Acting Chief Executive briefed members on key meetings she had attended over the month of November.

The new Head of Clinical Education Centre (CEC), Heather Finlay, took up post at the start of November and it was suggested to members that she be invited to attend a Board meeting once she gets acquainted with her post.

It is expected that the Equip Outline Business Case (OBC), having received approval from the CDIO and DHCNI, will be submitted to the DoH/DoF in early January 2022 for formal approval.

Pals has been working closely with Encompass on a number of complex procurements which need to be expedited. The Programme will be funding a number of resources that had not been identified earlier in the process. A meeting of the BSO Encompass Programme Board meeting took place on 23 November 2021 and these meetings now take place on a monthly basis to allow raising of any significant BSO issues through to the Programme and to discuss issues with the Encompass Programme team so that they may feed into the Encompass Programme governance structures. Sean McKeever raised concern about the significant slippage identified in both the Encompass Capital and Revenue budgets and the potential consequences which may ensue. The Chair assured the Board that she is being kept fully apprised on this matter by the Acting Chief Executive and as noted earlier in the meeting the BSO Encompass Programme Board has now been reinstated to ensure BSO can feed any issues, financial or otherwise, into the Regional Encompass Programme Board. The Acting Chief Executive advised that meetings have now been scheduled with herself, the Encompass SRO and the CDIO on a regular basis. The Chair suggested that Dr Dermot Hughes, SRO, Encompass be invited to a future Board meeting to highlight the Boards concerns. It was recognised that normally these type of issues would be placed on the agenda for the BSO/DOH mid year Assurance meetings but due to Covid these have been stood down. The Chair agreed to discuss this matter with the Acting Chief Executive.

7. *Items for Approval*

7.1 BSO Committee Membership – Ophthalmic and Pharmaceutical Committees – Papers BSO 72/2021 and BSO 73/2021 refers

The Board was asked to note the retrospective appointments of the new Chairs of the Pharmaceutical Committee and Ophthalmic Committees of the BSO: Mr Sheelin McKeagney has been appointed as Chair of Pharmaceutical Committee of the BSO with effect from 1 April 2021 and Mrs Helen McGloin has been appointed as Chair of the Ophthalmic Committee of the BSO with effect from 30 November 2021 until 31 July 2022.

The Board was also asked to formally ratify the retrospective appointments of new members to the BSO's Pharmaceutical and Ophthalmic Committees as follows:

Pharmaceutical Committee: (wef September 2021 until September 2025 in the first instance)

Mr Jason Murphy, Mr Damian Daly and Ms Loretto McManus

Each member can serve a maximum of two consecutive terms or a maximum of eight years in a twenty year period.

Ophthalmic Committee:-

Ms Sara Clelland (wef 30 November 2021 until 31 July 2022 in the first instance)

Mr Nial Murphy (wef 30 November 2021 until 29 November 2025 in the first instance)

It was noted that members can serve a four year term of office which can be extended to a second four year term.

7.2 BSO Annual Leave Policy – Paper BSO 73/2021 refers

Members considered and approved the BSO Annual Leave Policy which had previously been considered and recommended for approval by SMT and the BDC at its meeting held on 15 November 2021.

8. Finance Report – Month 7 – Paper BSO 74/2021 refers

The Director of Finance presented paper BSO 74/2021; a finance report for the seven month period ending 31 October 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 mid year assessment exercise has now been completed and an updated spending plan is being finalised which will be presented to SMT in mid-December to utilise any corporate slippage. She highlighted to members of the significant slippage in relation to pay expenditure however further improvement plans have been put in place to address any areas of underspend. Shared Services Recruitment is experiencing significant pressure due to increased recruitment activity across the HSC and additional resources have been put in place on a temporary basis to try to cope with the increased demand. The Board were advised however that if the increased demand on recruitment continues it may be necessary to seek additional funding from customers on a recurrent basis as part of the roll forward SLA process for 2022-23. The Acting Chief Executive will be making a presentation to the Chief Executives Group and the DOH Rebuilding Management Programme Board in December in relation to the pressures in Recruitment Shared Services.

The December capital monitoring exercise has recently been completed and it has been agreed with DOH that the funding to recruit staff from external specialised contractors to support the Encompass Programme will be funded from the existing slippage in year from the Encompass Capital Revenue Limit (CRL).

Members noted the Finance report.

9. *Corporate Balanced Scorecard – Paper BSO 75/2021 refers*

The Interim Director of CCP presented paper BSO 75/2021 which set out the performance of key service areas in the BSO for the period up to 31 October 2021. He highlighted those measures with a red rag rating and explained the circumstances which led to the evaluations. It is hoped that a Board workshop to review the Scorecard will be scheduled for the New Year.

Members noted the BSO Corporate Scorecard.

10. *DoH Circular: HSC (F) 31-2021 – Guidance on Conflicts of Interest – Paper BSO 76/2021 refers*

The Chair drew members' attention to the above mentioned guidance document issued by DoH and stressed the importance that if any Board member ever feels they have a potential conflict of interest they should declare it to ensure the risks are managed appropriately.

Members noted the DoH publication of Guidance on Conflicts of Interest.

11. *NIAO Correspondence – Contracting out of External Audit – Paper BSO 77/2021 refers*

The Board noted with interest correspondence from the Director of the NI Audit Office (NIAO) to the BSO advising the recent appointment of new external auditors, ASM, following a procurement exercise. In particular members' attention was drawn to the paragraph requesting confirmation by BSO that no potential conflicts of interest exist to prevent NIAO awarding the audit contract for the BSO to ASM (B) Limited. To that end members confirmed that there were no potential conflicts of interest.

12. *Migration of HSCB to BSO – Paper BSO 78/2021 refers*

Mr Robin Arbuthnot, AD, HR presented Paper BSO 78/2021 updating members on the key highlights in relating to the migration of HSCB to BSO scheduled for 1 April 2022. A Hosting principles paper was presented and endorsed by the HSCB Oversight Programme Board in November 2021 along with a Staff Transfer Scheme. It was also agreed at the Oversight Programme Board that the DOH will take on the role of the designated body for the GP Medical Advisers, in addition to the GPs on the Performers List which will require an amendment to the Responsible Officer regulations. Going forward work will need to progress on the production of a Memorandum of Understanding (MOU) and an SLA for the (SPPG) Strategic Planning and Performance Group wef 1 April 2022. BSO will also commence a series of engagement workshops for the staff who will be transferring to BSO as outlined in the Staff Transfer Scheme. In answer to a question from Miss Gordon if a post implementation project board will be established, the Acting Chief Executive advised that she will take this matter forward with the Director of HR&CS and thanked her for this suggestion.

13. *Business Development Committee (BDC) – Report of Meeting held on 15 November 2021*

The Chair of the BDC briefed members on the key issues discussed at the BDC meeting held on 15 November 2021. The Committee received a high level summary of the key programmes which BSO is involved in and it was suggested that a presentation should be made to the Board on this matter at an appropriate time.

The minutes of the BDC meeting held on 6 September 2021 were noted by members.

14. Presentations

(i) *HSC Digital Shared Services Update*

Mr Craig Young, Programme Director, HSC Digital Programme made a presentation to members on HSC Digital Shared Services Programme and in particular briefed members on the preferred option, Option 5 of the Business Case, which addresses the BSO Boards assurance needs. It was noted that BSO SMT endorsed the recommendation for the preferred option on 29 November 2021 following a thorough review and to that end the Chair asked the Board for their endorsement. Members were advised that the due diligence exercise is underway and will continue into the New Year and the BDC have received an update on the programme. The Outline Business (OBC) is due for submission in January 2022 with the first phase of the project scheduled to take place in October 2022, although this date was being reviewed in light of stakeholder feedback. It was agreed that a further presentation will be made to the Board in March and to that end the Board endorsed the preferred option.

(ii) *HSC Digital Pathology Report*

Mrs Nicky Harvey, NIPACs Programme Manager and Laura Molloy, Senior Project Manager made a presentation to the Board on the HSC Digital Pathology Project which is a very significant transformation project for HSC where the last stage of the project went live in October 2021. Members were briefed on the benefits of this project which will provide HSC with a high quality pathology service.

(iii) *Strategic Review of Directorate of Legal Service*

Mrs Mary Bryce and Mr Steven Lindsay made a presentation on their independent review of the BSO's Directorate of Legal Service. In particular members were briefed on the key recommendations arising from the Review and it was noted that an action plan will be produced and presented at a series of workshops in December; the BDC will also be kept updated of the action plan on a regular basis.

It was recognised that Mr Alphy Maginness will be retiring from his post on 31 March 2022 and it was stressed that it was imperative that the recruitment process for the Chief Legal Adviser needs to commence as a matter of urgency.

15. Covid 19 – Exception Reports

The Chair invited executive colleagues to update members, on an exception basis, the additional work taking place due to Covid 19. Each Director provided members with a comprehensive update on their services areas.

16. AOB

The Chair informed members that Mr Peter Wilson has announced his decision to retire on 28 February 2022.

17. *Date of Next Meeting*

The next meeting of the BSO Board will take place on Thursday 24 February 2022 at 10.00 am

The Chairman thanked everyone for attending and closed the meeting.

Chair

Chief Executive

Date _____