

**BUSINESS SERVICES ORGANISATION**

**Minutes of Proceedings**

The one hundred and forty fifth meeting of the Board of the Business Services Organisation was held on Thursday 28 October 2021 at 10.00am via Video Conference.

**Present:**

Mrs Julie Erskine (Chair)

Mr Robert Bannon

Mr Mark Campbell

Miss P Gordon

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***

There were no apologies.

***2. Conflicts of Interest Declarations***

There were no conflicts of interest declared. The Chair advised members that she plans to place a recently issued HSC Circular (HSC (F) 31-2021) relating to Guidance on Conflicts of Interest for staff and Board members on the November Board agenda.

***3. Minutes of BSO Board Meeting held on 23 September 2021***

The minutes of the meeting held on 23 September 2021 were agreed as a true and accurate record of proceedings.

***4. Board Action Template – Paper BSO 64/2021 refers***

Members noted the contents of the Board Action Template.

***5. Chair's Business***

The Chair briefed members on key meetings she attended during the month of October which included attendance at a Consultation Engagement event on the draft 10 year NI Cancer Strategy, Nikon Annual Conference and dropped into the PALs and Finance directorate staff meetings. She referred to the meetings held with NED colleagues in respect of completion of the annual appraisals for 2020/21 and confirmed that the documentation will be sent to the DOH Public Appointments Unit. Following a telephone meeting with Preeta Millar, DOH Sponsor Branch the Chair has been assured that a letter confirming the reappointment of Mr Sean McKeever as a

NED Lay member of the BSO for a further period from 13 November 2021 until 12 November 2025.

### **5.1 Strategic Review of BSO – Draft Report**

The Chair referred to the Confidential Section of today's Board meeting where members received an in-depth presentation on the BSO Strategic Review Report. It was noted that a presentation to review the recommendations contained in the Report had previously been made to both SMT and the Review Oversight Board. The Chair assured members that in her role as Chair of BSO and SRO of the Strategic Review of BSO Project she will keep a watchful eye on this project and will expect the Board to receive regular updates especially if any potential conflicts of interest arise. The Acting Chief Executive asked for clarification on who could have sight of this document and it was noted that the independent consultants will be making a similar presentation to the BSO AD Forum on 19 November 2021. With regard to next steps the Interim Director of CCP will discuss the outworkings of the Review Report with DOH Sponsor Branch followed by a meeting with the Permanent Secretary by the Chair and lead consultant.

Members approved the Strategic Review of the BSO.

## **6. Acting Chief Executive's Report**

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

The Leadership Centre (LC) and Clinical Education Centre (CEC) Council reconvened this month following a lapse of a year due to the Pandemic. Jennifer Welsh, Chief Executive, Northern HSC Trust has taken over the mantle as Chair of the Council.

The Acting CX met with the independent consultants commissioned to undertake a review of the Directorate of Legal Services (DLS) and it is expected that the final draft review report will be presented to SMT in November followed by a presentation to the Board in December.

The BSO Recognition Awards Ceremony took place on 22 October 2021 on a virtual basis; over 700 staff joined the event along with the Health Minister.

The HSCB Migration project is gaining pace and is continuing to work towards the migration date of 1 April 2022. It was agreed that this matter will now be a substantive agenda item.

The Regional Encompass Programme Board meeting took place on 1 October 2021 and the re-established BSO Encompass Board took place on 26 October 2021; the purpose of which is to feed into the Regional Encompass Programme Board. There is a lot of activity around requests for both ITS and PALs support and BSO management are currently working through these requests.

The Outline Business Case (OBC) for the HSC Digital Shared Services Programme is due to be presented to DoH for approval; in advance of submission of the OBC a presentation will be made to SMT and the Board.

## **7. *Items for Approval***

**7.1 Revisions to Standing Orders (SOs) and Standing Financial Instructions (SFIs) – Paper 65/2021 refers**

The Interim Director of CCP presented the proposed amendments to the Standing Orders, Chief Executive's Scheme of Delegation and Standing Financial Instructions for 2021/22 which had previously been considered by SMT and GAC at its meeting on 21 October 2021. Members were advised that the Scheme of Delegation will need revisiting once the migration of the HSCB takes place on 1 April 2022.

Members reviewed and approved the proposed amendments to the SOs and SFIs.

**8. Finance Report – Month 6 – Paper BSO 66/2021 refers**

The Director of Finance presented paper BSO 66/2021; a finance report for the six month period ending 30 September 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 is near completion and a spending plan is being finalised through SMT to utilise any corporate slippage to support the break even plan with a further detailed forecast exercise will be undertaken in January 2022.

A significant amount of work has been ongoing with the SRO, Encompass to agree on the Capital Revenue Limit (CRL) for the Encompass Programme. Members were advised that due to difficulties in relation to recruiting staff the Regional Encompass Programme Board granted approval to explore recruiting staff from external specialised contractors; this has been highlighted as a critical assumption in the Encompass Finance Highlight Report which will be presented to the next meeting of the Regional Encompass Programme Board scheduled to take place on 5 November 2021.

In answer to a question from Miss Gordon regarding affirmative action being taken by BSO to recruit staff members were advised that BSO are proactive in advertising posts on Social Media and in particular have reached out to Universities to try and secure placements and apprenticeship programmes, particularly in PALs and ITS. The Director of HR&CS stated that HR, in conjunction with the Leadership Centre has commenced a Career Pathway exercise. Members welcomed this initiative which will cover a diverse range of backgrounds, eg Disability Placements, Graduate Schemes, Intern Schemes.

Members noted the finance report.

**9. Corporate Balanced Scorecard – Paper BSO 67/2021 refers**

The Interim Director of CCP presented paper BSO 67/2021 which set out the performance of key service areas in the BSO for the period up to 30 September 2021. He highlighted those measures with a red rag rating and explained the circumstances which led to the evaluations.

Members noted the BSO Corporate Scorecard.

**10. Annual Business Plan Performance Report – Period Ending 30 September 2021 - Paper BSO 68/2021 refers**

The Interim Director of CCP presented paper BSO 68/2021 which set out a summary exception report on the performance against the revised draft Annual Business Plan for 2021/22 as at 30 September 2021. It was noted at the end of quarter two 72% of the actions within the Annual Business Plan were reported as complete and within the agreed tolerance level.

Members noted the Annual Business Plan Performance Report

**11. *Review of Corporate Risk and Assurance Report for 2021/22 – Paper BSO 69/2021 refers***

The Interim Director of CCP presented the Corporate Risk and Assurance Report for 2021/22 for members' consideration. He advised members that he plans to organise a Board Workshop in the last quarter of the financial year to review the corporate risks for the organisation and in particular to undertake a review of the Horizon Scanning section of the Corporate Risk and Assurance Report.

Members noted the Corporate Risk and Assurance Report for 2021/22.

**12. *Governance and Audit Committee (GAC) – Report of Meeting held on 21 October 2021***

The Chair of the GAC briefed members on the key issues discussed at the GAC meeting held on 21 October 2021. At the request of the Chair the DoF informed members of an issue highlighted to GAC by NIAO regarding a potential duplicate payment. The DoF and her team are currently investigating this matter and an update will be provided to the next Board meeting.

The minutes of the GAC meeting held on 17 June 2021 were noted by members.

**13. *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.

**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 25 November 2021 at 10.00 am however it was noted that a number of members have already submitted apologies for this meeting so the Chair will consider seeking an alternative date.

The Chairman thanked everyone for attending and closed the meeting.

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Chair

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Chief Executive

Date \_\_\_\_\_