

BUSINESS SERVICES ORGANISATION

Minutes of Proceedings

The hundred and twenty first meeting of the Board of the Business Services Organisation was held on Thursday 23 May 2019 at 10.00 am in the Boardroom, BSO Headquarters, 2 Franklin Street, BT2 8DQ.

Present:

Mrs Julie Erskine - (Chair)

Mr Robert Bannon
Mr Mark Campbell
Miss E P Gordon
Mr Sean McKeever
Mr Jeremy Stewart
Professor D Whittington

Mr Liam McIvor (Chief Executive)
Mrs Karen Hargan (Director of HR&CS)
Mr Simon McGrattan (Interim DoF)

In Attendance:

Mr Alphy Maginness (Chief Legal Adviser)
Miss Amanda Mills (Board Secretary)
Mr Gary Loughran for Agenda item 7
Mrs Rita Marsden for Agenda items 9.1 and 9.3
Mr Scott Templeton, Pals Graduate Trainee (Observer)

1. **Chair's Welcome and Opening Remarks and Apologies**

The Chair welcomed everyone to the meeting.

Apologies for absence were received from Mr Sam Waide and Mrs Karen Bailey

2. **Declaration of Conflicts of Interest**

There were no conflicts of interest declared.

3. **Minutes**

(i) ***Minutes of Meeting held on 25 April 2019***

The minutes of the meeting held on 25 April 2019 were agreed as a true and accurate record of proceedings.

4. **Matters Arising from Minutes**

(i) ***Action Template – Paper BSO 29/2019***

Members noted the action template arising from the April Board meeting.

5. **Chair’s Business**

The Chair welcomed everyone to the meeting and in particular, Mr Scott Templeton, PALs Graduate Trainee who was attending the meeting in an observer capacity.

The Chair updated members on meetings she had attended during May 2019. In particular she referred to her attendance at the official opening of the extension to the new Honest Broker Safe Haven facility, based in BSO HQ, on 9 May 2019 which has been made possible by the provision of funding through the Dementia E Health and Data Analytics Pathfinder Programme. She advised members that she will arrange for the Honest Broker Service (HBS) to make a presentation to the Board later in the year.

The Chair congratulated the Pals Service and Maintenance Contracts Team who were runners up (highly commended) in the Go Awards 2019 National Finals in the Procurement Team of the Year (Health and Social Care organisations) Category. This is following on from their success at the Go Awards NI event in March.

It was noted that a number of staff in BSO took part in this year’s Belfast Marathon on behalf of various charities.

6. **Chief Executive’s Report**

TIG

The Chief Executive briefed members on the key issues discussed at the recent TIG meeting which included the development of a prototype for integrated care working which is being actioned by the Northern Trust. In answer to a question regarding transformation funding, the Chief Executive assured members that BSO is continuing to focus on ensuring that the allocation for 2019/20 will be spent.

HSCB Closure

The pace of this project has slowed down due to the amount of work involved regarding Brexit however it is envisaged that things will start to gain momentum again. Discussions have been taking place with the new Chief Digital Information Officer (CDIO) regarding the governance relationships between his department and a HSCB service area with BSO supporting through a HSCB SLA. BSO are continuing to engage with Staff side and DOH regarding the proposed change required to legislation to allow BSO to host HSCB following its closure.

Leadership Centre – Internal Audit Report

The Chief Executive advised that met with the Head of the Leadership Centre and allayed Board members concerns regarding the delay in implementing some of recommendations contained in the Leadership Centre Internal Audit Report.

HSC Digital Shared Services Programme Board

The Chief Executive briefed members on his attendance at the inaugural meeting of the HSC Digital Shared Services Programme Board which is chaired by the Chief Executive, Southern HSC Trust. He advised that the Chair clearly articulated at the meeting that vehicle to expand IT Shared Services is BSO.

Single Employer for Junior Doctors

At the invitation of the Chief Executive, the Director of HR&CS briefed members on the work ongoing to implement the first phase of the Workforce Strategy action which aims to deliver a single employer for doctors and dentists in training. She confirmed that NIMDTA had been agreed as the most appropriate body to be the employer and advised that the target implementation date for the first phase, affecting three specialties, is 1 August 2019. The Business Services Team (BST) in BSO and HR staff regionally are working collaboratively with NIMDTA and the Department of Health to support delivery of this priority.

7. Encompass Update

Mr Gary Loughran, Encompass Programme Director, updated members on the status of the Encompass Programme. In particular he briefed members on the procurement process and advised that the Full Business Case (FBC) was currently being prepared for the end of June 2019. The Encompass Programme Board is scheduled for 7 June 2019, at which, the Board will be asked to approve the issue of an Intention to Award Contract to the remaining supplier. When the FBC is approved, expected to be December 2019, it will then be forwarded to the Permanent Secretary asking him to issue a formal instruction and confirmation to allow the contract to be signed by BSO on behalf of HSC. The Chair stipulated that conditions need to be articulated and met to allow BSO the confidence to eventually sign this contract. The Encompass Programme Director assured members that he meets with the Chief Executive on a regular basis and briefs him on every aspect of the programme which includes the procurement process. It was emphasised to the Encompass Programme Director the importance of oversight and strong governance arrangements for this project.

It was agreed that the Board would receive a further detailed update in August.

8. Items for Approval

8.1 BSO Financial Strategy 2019/20

The Director of Finance (DoF) presented paper BSO 30/2019 which set out the financial strategy and opening budgets for 2019/20 financial year. The DoF briefed members on the

process to formulate the budget which is linked closely with the production of the BSO Service Offering.

Members' attention was drawn to paragraph 7 in the Strategy document – “Key Risks and Assumptions” where BSO has been notified of a 2% reduction in its non ring-fenced RRL funding. Attention was again drawn to a potential risk regarding the recurrent funding for the rental of Centre House, whereby DOH has indicated that funding may not be available in 2019/20.

The BSO has submitted both a general and IT prioritised list of capital bids to the DoH and HSCB respectively and to date has not received confirmation of its Capital Resource Limit (CRL) for any of the requested projects.

Members approved the BSO Financial Strategy for 2019/20.

9. Items for Noting

9.1 Corporate Balanced Scorecard – Paper BSO 31/2019

The Director of CCP presented paper BSO 31/2019 which set out the performance of key service areas in the BSO for the period up to 30 April 2019. She highlighted those measures with a red rag rating and explained the circumstances which led to this evaluation.

Members noted the BSO Corporate Scorecard.

9.2 BSO Claims Update for 2018/19 – Paper BSO 32/2019

Members noted the BSO Claims Update for 2018/19.

9.3 BSO Financial Statement and Financial Memorandum (MSFM) – Paper BSO 33/2019

Members noted the BSO Financial Statement and Financial Memorandum (MSFM) as required under 1.14 of the BSO Management Statement. The Chief Executive advised that he has contacted the DOH to seek clarification around paragraph 2.13 “Shared Services”.

10. Any Other Business

(i) Infected Blood Inquiry

The Chief Legal Adviser advised members that the Infected Blood Inquiry Team are in Belfast this week for witness hearings. BSO Legal Directorate are representing 3 core participants.

11. Date of Next Meeting

The next meeting of the BSO Board will take place on Thursday 27 June 2019 at 10.00am in the Boardroom, BSO HQ, 2 Franklin Street, Belfast.

The special Board meeting to consider and approve the annual accounts for 2018/19 will take place on Tuesday 11 June 2019 at 10.00 am in the Boardroom, 2 Franklin Street, Belfast BT2 8DQ.

The Chair thanked everyone for attending and closed the meeting.

Chair

Chief Executive

Date _____