

BUSINESS SERVICES ORGANISATION

Minutes of Proceedings

The seventy fifth meeting of the Board of the Business Services Organisation was held on Thursday 25 June 2015 at 2.00 pm in the Boardroom, BSO HQ, 2 Franklin Street, Belfast, BT2 8DQ.

Present:

Mr Alexander Coleman (Chairman)

Mrs Geraldine Fahy
Mr Alan Hanna
Mrs Hilary McCartan
Mr Robin McClelland
Mr Brian McMurray
Mr Sean Mahon
Mr Gerald Strong

Mr David Bingham (Chief Executive)
Mrs Andrea Henderson (Acting Director of Finance)
Mr Hugh McPoland (Director of HR &CS)
Mr Sam Waide Director of Operations)

In Attendance:

Mrs Karen Bailey (Director of Customer Care and Performance)
Mr Alphy Maginness (Chief Legal Adviser)
Mr Sandy Fitzpatrick (Head of FPS Information Unit) for Item 9
Miss Amanda Mills (Board Secretary)

1. **Apologies**

An apology for absence was received from Mr Greg Irwin.

2. **Chairman's Business**

The Chairman welcomed everyone to the meeting and advised that the final stage of the interview process for the Director of Finance post is scheduled to take place on Friday 26 June 2015.

The Chairman reminded members that the annual performance appraisal pro-formas for non-executive directors must be completed and returned to the Public Appointments Unit, DHSSPS on or before Friday 10 July 2015.

3. **Minutes**

(i) ***Minutes of Meetings held on 28 May 2015 and 12 June 2015***

The minutes of the meetings held on 28 May and 12 June 2015 were agreed as a true and accurate account of proceedings and were signed by the Chairman.

4. Matters Arising from Minutes

(i) *Action Sheet arising from Meeting held on 28 May 2015 – Paper BSO 75/2015*

The action sheet arising from the Board meeting held on 28 May 2015 was noted by members.

5. Chief Executive's Report

(i) *Expansion of Shared Services*

The Chief Executive advised that the scoping reports covering Leadership Development, Regional Bank and Medical Agency, Corporate Services, IT and Business Intelligence are near completion for onward transmission to the Department. BSO had informed the Department that it would require external assistance to take forward elements of the next stage of the project. In particular it was clear that the I. T., Business Intelligence and Regional Bank were large complex areas. The Business Case to engage external consultancy to assist with the feasibility study for the 3 functions is still with the Department/DFP pending their approval.

(ii) *Procurement of Public Data Centres*

The Chief Executive advised members that the competitive dialogue process has just completed and the project is on schedule with the preferred bidder expected to be agreed in August 2015 and the contract signed in September 2015.

(iii) *Staff Engagement Sessions*

The Chief Executive has commenced his annual round of staff engagement workshops and these will continue throughout the summer.

(iv) *Judicial Review*

At the invitation of the Chief Executive the Chief Legal Adviser briefed members of a Judicial Review which is listed for hearing on 17 and 18 September 2015

6. *Financial Matters*

(i) *Finance Update – May 2015 – Paper BSO 76/2015*

The Acting Director of Finance presented a finance report for the two month period ended 31 May 2015.

Section 2 of the report provided a summary of the reported income and expenditure position for the period, with an overall surplus reported for the period. The surplus has primarily been generated by Core Services, offset by a deficit within Managed Services.

Members noted the position.

7. Corporate Balanced Scorecard – Paper BSO 77/2015

The Director of Customer Care and Performance presented paper BSO 77/2015 setting out the performance of key service areas in the BSO for the period up to 31 May 2015. Members were encouraged by the improvement in the staff sickness rate of 3.26% and congratulated the

Director of Human Resources and his staff on the rigorous approach taken to manage staff absence.

8. Proposal for the Provision of a Pensions Service to NI Fire and Rescue Service (NIFRS) Paper BSO 78/2015

Alan Hanna left the meeting during consideration of this item due to a conflict of interest.

The Director of Operations presented paper BSO 78/2015 which set out a draft proposal for the provision of a Pensions service to NIFRS. Discussion ensued regarding the proposed transfer of NIFRS from the DHSSPNI to the Department of Justice on 1 April 2016. The Director of Operations advised members that reference to this transfer has been added to both the BSO Business Plan for 2015/16 and the BSO Corporate Risk Register.

Members approved the proposal subject to the inclusion of an additional paragraph stating that the risk of non-compliance with Pension Reform legislation should remain with NIFRS. The Director of Operations agreed that he would inform the DHSSPS of the Board's decision.

9. BSO Engagement with Administrative Data Research Centre NI (ADRCNI) – Paper BSO 79/2015

The Head of FPS Information and Registration Unit presented Paper BSO 79/015 requesting approval in principle for BSO to make de-identified Primary Care data, for which BSO is the registered data controller, available through the recently established and accredited ADRC-NI for approved research purposes. He added that the approval was also subject to the appropriate governance structures being put in place and BSO receiving the appropriate funding to resource this project from ADRCNI. Members approved this proposal in principle subject to the appropriate governance framework being put in place and to that end it was agreed that a paper will be brought back to the Board on the governance arrangements for this project.

10. BSTP Benefits Realisation Project (BRP) Highlight Report – Paper BSO 80/2015

The Director of Operations presented paper BSO 80/2015 setting out key issues regarding the BRP project. As agreed at the May Board meeting the Highlight Report was now accompanied by a Project Definition document explaining each FPL deliverable. It was noted that a definitive date has still to be agreed with SE Trust to terminate the printing of payslips to staff who now have access to ESS; the remaining HSC organisations have phased plans in place to commence this process.

Members noted the position.

11 (i) Shared Services Highlight Report – Paper BSO 81/2015

The Chief Executive presented paper BSO 81/2015 setting out an executive summary for the Shared Services project. It was noted that two Trusts have still to confirm a transition date to BSO Recruitment Shared Services.

Members noted the position.

11 (ii) **Report on BSO Prompt Payment for Period Ending 30 April 2015 – Paper BSO 82/2015**

The Chief Executive presented paper BSO 82/2015 which set out the percentage of invoices paid within 10 working days and within 30 calendar days from April 2014 to May 2015 by the BSO Accounts Payable Department. It was noted that 91.77% of HSC invoices have been paid within 30 calendar days in May 2015 compared to 75.69% in April 2014 with the average time for scanning invoices has reduced from 5.5 days to 0.66days since the start of the 2014/15 financial year.

Members noted the position.

12. **FPS Payment Systems Benefits Realisation Report – Paper BSO 83/2015**

The Director of Operations presented paper BSO 83/2015 which set out an overview of progress of the FPS System Implementation Project. Work is underway to redeploy staff based in the GP Payments Office in Ballymena in light of the decision to relocate this function to BSO HQ. A training plan has been produced on using the GP and Dental Portals and will be rolled out over the coming months. It was recognised that if practitioners do not use the portal staff savings cannot be realised.

Members noted the position.

13. **Corporate Risk and Assurance Report for 2015/16 – Paper BSO 84/2015**

The Director of Customer Care and Performance presented paper BSO 84/2015 which set out the amendments to the Corporate Risk and Assurance Report during the period April to June 2015. Two new risks have been added to the Risk Register relating to the proposed transfer of NIFRS to the Department of Justice and the failure to produce benefits from the new FPPS system if contractors decline to use the system or failure to apply required system fixes.

Members noted the Corporate Risk and Assurance Report for 2015/16.

14. **Draft Annual Progress Report 2014/15 to the Equality Commission – Paper BSO 85/2015**

The Director of Customer Care and Performance presented the Annual Progress Report on the implementation of Section 75 and the duties under the Disability Discrimination Order to the Equality Commission for 2014/15 for members' approval.

The annual report was approved subject to a few amendments suggested by members.

15. **BSO Disability Action Plan 2013 – 2018 – Paper BSO 86/2015**

Mr McClelland, BSO Disability Champion, presented a revised BSO Disability Action Plan for 2013/2018 for members' information. It was noted that the Disability Action Plan has been reviewed following advice from the Equality Commission. It is envisaged that a proposal for a corporate disability training plan over and above the commitments contained in the Disability Action Plan will be presented to SMT in due course. Members were also advised that at the last Disability Awareness Day it was noted that the event was poorly attended by BSO staff and requested that SMT would encourage staff to attend any forthcoming events.

Members noted the revised BSO Disability Action Plan for 2013/2018.

16. **ORECNI – Achievement of Full Accreditation from Health Research Authority (HRA)**

The Director of Customer Care and Performance advised members that following a recent audit of both HSC Research Ethics Committees (RECs) A and B, the HRA has confirmed that both committees have achieved full external accreditation.

Members congratulated ORECNI on this achievement and it was agreed that the Chairman would write to the Chairs of both RECs.

17. **Report of Year-End Accountability Review Meeting with Department – 22 June 2015**

Members were briefed the key issues raised at the BSO's year-end accountability review meeting with the Department on Monday 22 June 2015 which was attended by the Chairman and the Chief Executive.

18. **Report of BSO Remuneration and Terms of Service Meeting – 25 June 2015**

The Executive Directors left the meeting during consideration of this item.

The Chairman briefed members on the key issues arising from the Remuneration and Terms of Service Meeting held earlier in the day. The Board endorsed the decisions of the Remuneration and Terms of Services Committee.

19. **AOB**

There was no any other business.

20. **Date of Next Meeting**

The next meeting of the BSO Board will take place on Thursday 27 August 2015 at 2.00 pm in the Boardroom, BSO HQ, 2 Franklin Street, Belfast.

The Chairman thanked everyone for attending and closed the meeting.

Chair

Chief Executive

Date _____