

**BUSINESS SERVICES ORGANISATION**

**Minutes of Proceedings**

The sixty second meeting of the Board of the Business Services Organisation was held on Thursday 12 June 2014 at 10.00 am in the Boardroom, BSO HQ, 2 Franklin Street, Belfast, BT2 8DQ.

**Present:**

Mr Brian McMurray (Acting Chairman)

Mr Alan Hanna  
Mrs Hilary McCartan  
Mr Robin McClelland  
Mr Brian McMurray  
Mr Gerald Strong

Mr David Bingham (Chief Executive)  
Mr Patrick Anderson (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)  
Miss Amanda Mills (Board Secretary)

1. **Apologies**

Apologies for absence were received from Alexander Coleman, Geraldine Fahy, Greg Irwin, Sean Mahon and Alphy Maginness.

2. **Chairman's Business**

The Acting Chairman welcomed Sam Waide to his first Board meeting and on behalf of members wished him well in his new post.

3. **Draft BSO Annual Report and Accounts and Associated Papers for Year Ended 31 March 2014**

(i) ***Executive Summary for Draft BSO Financial Statements 2013/14 – Paper BSO 55/2014***

The Director of Finance presented paper BSO 55/2014 which provided a high level summary of BSO's draft financial performance for 2013/14 along with a summary of the key variance within The draft Financial Statements from the 2012/13 financial year, along with supporting narrative The Executive summary was divided into five sections: Faster Closing, Financial Performance, Audit Opinion, Financial Statements (Analytical Review) and Note Disclosures. He highlighted that BSO was reporting a surplus for the financial year 2013/14 of £96k which was well within breakeven tolerances and within £2k of that report as provisional outturn at the April 2014 Board meeting. He also reported an underspend of £13k from a Capital Resource Limit (CRL) perspective. Mr Anderson drew members' attention to the Audit Opinion section which confirmed that the External Auditor would be recommending to the C&AG that he certifies the BSO's 2013/14 Financial Statements with an Unqualified Opinion.

The Audit Opinion also confirmed that the External Auditors did not identify any mis-statements in the financial statements over the “clearly trivial” level, which was identified as £100k.

(ii) ***Draft BSO Annual Report and Accounts for Year-Ended 31 March 2013 – Paper BSO 56/2014***

The Director of Finance presented the draft BSO Annual Report and Accounts for the year ended 31 March 2014. He confirmed that the Governance and Audit Committee (GAC) had considered the accounts at its meeting on 6 June 2014 and recommended that they be submitted for approval by the BSO Board; the draft Governance Statement for BSO was also appended to the Annual Report and Accounts.

The Director of Finance highlighted key areas in the Governance Statement which included an insertion regarding Shared Services and issues emerging from the roll-out of Payroll Shared Services to HSC.

The Board endorsed the GAC’s recommendation and agreed that the Annual Accounts of the BSO for 2013/14 should be signed by the Chairman, Chief Executive and Director of Finance.

(iii) ***Draft Letter of Representation – Paper BSO 57/2014***

The Director of Finance presented paper BSO 57/2014, Letter of Representation, which confirms to the NIAO that the Financial Statements and other presentations to the auditor are sufficient and appropriate and without omission of material facts to the financial statements, to the best of management’s knowledge. The Letter of Representation had also been considered by GAC at its meeting on 6 June 2014 and GAC had recommended that it be signed by the BSO Chief Executive.

Members noted the draft Letter of Representation.

4. **External Audit Annual Reports**

(i) ***Draft 2013/2014 NIAO Report to those Charged with Governance: - Financial Audit – Paper - BSO 58/2014***

(ii) ***Draft 2013/14 NIAO Report to those Charged with Governance:- Information Management Controls – Paper BSO 59/2014***

The Director of Finance advised that the NIAO Report to those Charged with Governance, Financial Audit and Information Management Controls audit were presented to the GAC at its meeting on 6 June 2014 by the respective appointed auditors.

It was noted that all the recommendations in the audit reports had been accepted by BSO management. The Director of Finance highlighted that within the Information Management Controls Report the auditor had highlighted a number of concerns around supplier access to systems which GAC members requested be addressed as soon as possible.

Members noted the External Audit Annual Reports

**5. 2013/14 Annual Accounts for Client Organisations – Update**

The Director of Finance informed members that he was pleased to announce that the annual statutory 2013/14 accounts for the Finance Department's four HSC client organisations were all completed within the "faster closing" financial reporting timetable issued by DHSSPS

**6. *GAC Business***

**(i) *GAC Annual Report to the Board – Paper BSO 60/2014***

Members noted the GAC Annual Report for 2013/14. The Acting Chairman thanked both Internal Audit and GAC members for their valuable contribution to the report. The Chief Executive was asked to discuss with SMT a suggestion contained in the report that BSO offer to attend HSC Organisation's Board meetings or GAC meetings, if the need arises, to put across BSO's point of view.

**(ii) *Revised GAC Terms of Reference – Paper BSO 61/2014***

Members noted with interest the revised GAC Terms of Reference.

**7. AOB**

**(i) *Data Centre – SAI***

The Chief Executive briefed members on an ICT systems issue in which a hardware failure in the network switch between the datacentres affected regional systems. ITS took action to resolve the fault and the third-party supplier replaced the affected hardware. The systems were switched over from the BCH Data Centre to the RGH Centre. All systems are now fully operational.

Members noted the position and it was agreed that the Director of Customer Care and Performance would present a further update to the next meeting of the Board Gartner Sub-Group which takes place on 26 June 2014.

**(ii) *Discovery of a Bundle of GP Records in West Belfast***

The Chief Executive reported on a recent incident whereby a package of confidential GP patient notes were discovered on the Stewartstown Road, Belfast by a member of the public who subsequently handed the package into a local Newspaper office in the same vicinity. BSO took immediate action and retrieved the documentation and have instigated an investigation with the Courier Service who are contracted to provide this service for BSO. The Information Commissioner's Office has also been informed of this incident.

Members noted the position.

**8. Date of Next Meeting**

The next meeting of the BSO Board will take place on Thursday 26 June 2014 at 2.00 pm in the Boardroom, BSO HQ, 2 Franklin Street, Belfast.

The Acting Chairman thanked everyone for attending and closed the meeting.

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Chair

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Chief Executive

Date \_\_\_\_\_