

BUSINESS SERVICES ORGANISATION

Minutes of Proceedings

The sixty seventh meeting of the Business Services Organisation was held on Thursday 27 November 2014 at 2.00 pm in the William Legge Room, Malone House, Barnett Desmesne, Belfast.

Present:

Mr Alexander Coleman (Chairman)

Mrs Geraldine Fahy

Mr Alan Hanna

Mr Greg Irwin

Mrs Hilary McCartan

Mr Robin McClelland

Mr Brian McMurray

Mr Sean Mahon

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)

Mr Alphy Maginness (Chief Legal Adviser)

Miss Amanda Mills (Board Secretary)

1. Apologies

There were no apologies for absence.

2. Chairman's Business and Welcome Remarks

The Chairman welcomed everyone to the Board meeting. He advised members that he and the Chief Executive had attended a Mid-Year Accountability meeting with the Permanent Secretary, Richard Pengelly, and Deputy Secretary, Julie Thompson on 26 November 2014. Members were briefed on the key issues emerging from the meeting.

3. Presentation Update on Implementation of NI Electronic Care Record (NIECR)

Mr Gary Loughran, Project Lead for the NIECR, made a presentation to members updating them on the progress made following the implementation of the NI Electronic Care Record (NIECR) in June 2013. Members were briefed on how the NIECR has successfully integrated a number of clinical systems and outlined the functional enhancements since going live. MR Loughran also outlined the development path for the ECR. The Chairman congratulated Gary and the supporting BSO IT team for their recent success in the Health Service Journal Awards.

4. **Minutes of Meeting held on 30 October 2014**

The minutes of the meeting held on 30 October 2014 were agreed subject to several minor amendments. Once the amendments are made the Chairman will sign the minutes.

5. **Matters Arising from Minutes**

(i) ***Action Sheet arising from Board Meeting held on 30 October 2014 (Paper BSO 112/2014)***

The actions arising from the BSO Board meeting held on 30 October 2014 were noted by members.

6. **Chief Executive's Report**

(i) ***Visit by Health Minister to BSO***

The Chief Executive advised that that as part of Counter Fraud Awareness week the Minister visited BSO's Counter Fraud Unit on 20 November 2014 to see at first hand the work undertaken to protect Health Service resources from fraudulent activity. The visit was hosted by the Acting Head of Counter Fraud and Probity Services, Mark Harvey.

(ii) ***Shared Public Data Centre***

Members were advised that the opening procurement stage for the shared public data centre has commenced.

(iii) ***New Accommodation for SS Recruitment Team***

The Chief Executive reported that he had visited the newly refurbished accommodation for Shared Services Recruitment staff on 14 November 2014. It was agreed that the Chief Executive's Office would arrange for a Board meeting to take place in the premises in the New Year.

(iv) ***BSO Employee Engagement Workshop***

The Chief Executive briefed members on an Employee Engagement Workshop held on 13 November 2014 for BSO staff. A report on the outcome of the workshop will be presented to SMT in early December.

(v) ***PaLS***

At the Health Care Supplies Association Awards held in Manchester on 20 November 2014 Pals won the HCSA Sustainable Procurement category for its contract for the supply of Home Oxygen Services on behalf of the Health and Social Care Board (HSCB) .

7. **Financial Matters**

(i) ***Finance Report – October 2014 – (Paper BSO 113/2014)***

The Director of Finance presented a summary finance report for the seven month period ended 31 October 2014.

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 had primarily been generated by core services offset by a deficit within managed services.

The report also included a section on the Budget position for 2015/16. The Department wrote to BSO requesting that BSO prepare savings plans for 2015/16 financial year to meet certain planning scenarios based on percentage reductions to the DHSSPS recurrent revenue (RRL) budget.

Members noted the position.

8. **BSTP Benefits Realisation (BRP) Highlight Report – (Paper BSO 114/2014)**

The Director of Operations presented paper BSO 114/2014 setting out an executive summary for the Benefits Realisation Project (BRP). The Deployment of E Recruitment is taking place on a phased basis. An issue has arisen whereby Trusts are of the opinion they can provide recruitment services with a smaller number of staff than Shared Services Recruitment. To help clarify this issue a questionnaire has been devised and will be sent out to Trusts for verification.

A number of invest to save work packages have been identified via the FPL and HRPTS Systems by the Business Services Team where it is envisaged that significant recurring savings will be made.

Members noted the position.

9. **BSTP Shared Services Highlight Report – (Paper BSO 115/2014)**

The Chief Executive presented paper BSO 115/2014 setting out an executive summary for the Shared Service Project. Payroll is continuing to stabilise as each month progresses. Payroll staff have recently relocated to Lesley House until July 2015 due to the commencement of refurbishment in the College Street premises.

Members noted the position.

10. **Corporate Balanced Scorecard (Paper BSO 116/2014)**

The Assistant Director of Customer Care and Performance presented paper BSO 116/2014 setting out the performance of key services areas in the BSO for the period up to October 2014.

At the invitation of the Chairman, the relevant Directors briefed members on the rationale of the indicators which were highlighted either amber or red. The Director of Human Resources and Corporate Services advised that absence levels are actively monitored by SMT on a monthly basis and within each Directorate on a case by case basis.

Members noted the Corporate Scorecard for the month of October 2014.

11. **Update on the FPS Replacement System – (Paper BSO 117/2014)**

The Director of Operations presented paper BSO 117/2014 which set out an overview of progress of the FPS System Implementation project.

The FPS Project Board held an extraordinary meeting on 26 November 2014 to decide if the Dental Payment system will go live and after debate decided that go live will take place in December on the proviso that a number of minor issues are resolved in advance of the go live date.

UAT testing commenced on the GP Payments System and is scheduled to last 12 weeks.

Members noted the position.

12. **Counsel Panels – (Paper BSO 118/2014)**

The Chief Legal Adviser presented paper BSO 118/2014 setting out the outcome of the Appointments Procedure for a new Counsel Panel which must be in place by 1 January 2015. It was noted that a total of 79 appointments were made for Junior Counsel Panels and 30 for Senior Counsel. In addition a reserve list has been created for both Junior and Senior Counsel and all successful candidates have been asked to sign an undertaking with respect to Information Governance.

Members noted the position.

13. **AOB**

(i) ***Establishment of Committee/Sub-Committee of Board***

The Chairman advised that he is considering setting up another committee to help oversee the running of the BSO from a business perspective. He will discuss this matter in more detail with the Chief Executive with a view to presenting a paper for members' consideration at the December Board meeting.

14. **Date of Next Meeting**

The next meeting of the BSO Board will take place on Thursday 18 December 2014 at 10.00 am in the Boardroom, BSO HQ, 2 Franklin Street, Belfast. The Chairman's Christmas reception will take place at 12.30 pm following the Board meeting.

The Chairman thanked everyone for attending and closed the meeting.

Chair

Chief Executive

Date _____