

HSC BUSINESS SERVICES ORGANISATION

Minutes of Proceedings

The ninth meeting of the Regional Business Services Organisation (BSO) was held on Thursday 17 December 2009 at 10.00 am in the Boardroom, BSO HQ, 2 Franklin Street, Belfast.

Present

Mr Alexander Coleman (Chairman)

Mrs Geraldine Fahy
Mr Alan Hanna
Mr Greg Irwin
Mr Robin McClelland
Mr Brian McMurray
Mr Gerry Strong

Mr David Bingham
Mr Larry O'Neill
Mrs Teresa Molloy
Mr Hugh McPoland

In Attendance

Mr Shane Devlin
Mr Alphy Maginness
Miss Amanda Mills (Secretary to the Board)

1. **Apologies**

Apologies for absence were received from Hilary McCartan and Sean Mahon.

2. **Chairman's Business**

There was no Chairman's Business.

3. **Minutes of the Meeting held on 26 November 2009**

The minutes of the Board meeting held on 26 November 2009 were agreed as a true and accurate record of proceedings and were signed by the Chairman.

4. **Matters Arising from Minutes**

It was noted that any matters arising from the minutes would be dealt with in the main agenda.

5. **Budgets for 2009/2010**

The Director of Finance presented paper BSO 59/2009 which set out the proposed budgets for BSO in the 2009/2010 financial year. He advised members that the budgets were based on a number of factors:-

- (i) The Due Diligence process which was undertaken between the BSO Directors and the HSCB Legacy officers;
- (ii) The roll forward figures from the legacy CSA activities as notified in management fees; and
- (iii) Due Diligence with the Department around the transferred services from the legacy Directorate of Information Systems (DIS), HSC Pensions Branch and Counter Fraud Policy Unit.

Mr O'Neill informed members that the BSO is on target to break even at the end of the 2009/2010 financial year. Mr McMurray on behalf of members commended the Director of Finance for the detailed briefing which highlighted and explained the complexities of the organisation. The efforts of the organisation to achieve the efficiency savings targets was also commended. Mr O'Neill informed members that his finance team would now be addressing the internal charging mechanism for the organisation.

In answer to a question from Greg Irwin regarding the cost pressures which the BSO incurs and for which it has no influence over, the Director of Finance advised that he has raised a number of cost pressure issues to his counterparts in the HSCB and will continue to do so.

Members approved the budgets for 2009/2010.

6. **BSO Reconfiguration Programme Forecast Analysis and Risk Register for 2009/2010**

The Chief Executive presented a Forecast Analysis of progress against the 2009/2010 Reconfiguration Programme Plan for members' consideration. It was noted that the programme remains on target.

The Risk Register relating to the Reconfiguration Programme was also presented for members' consideration. It was noted that 2 risks contained in the Register were scored as "Red". These related to the non achievement of CSR Savings Targets and the delay in the implementation of the Shared Services Project, including the location of the Shared Services Centres. With regard to the CSR Savings Targets it was agreed that the score may be reviewed pending the outcome of the BSO's financial position at the end of December 2009. The Chief Executive briefed members on the reason for the delay of the Shared Services project and explained that the decision to release funding for the project was the responsibility of the Department. A discussion ensued regarding the age of some of the BSO's business systems, ie Payroll and HR in particular, and it was recognised that if the Business Transformation Project is delayed indefinitely it may pose serious financial and operational risks to the organisation.

At the invite of the Chairman the Chief Executive updated the Board on a potential risk regarding the storage of excess stock of PPE equipment held in a temporary warehouse which was leased by BSO as a result of the H1N1 Pandemic. The stock had been ordered by the UK Government in response to the projected levels of the

pandemic. He explained that the prediction forecast that significantly high levels of the public would contact the flu virus or require vaccinations has not materialised and the BSO are now in negotiations with the Department on the options on how to deal with the excess PPE stock, which in some instances has a short shelf life.

Members noted the position.

7. **Human Resources Matters**

(i) **Workforce Information – December 2009**

The Director of Human Resources presented paper BSO 62/2009 which set out a range of workforce information relating to BSO staff. Members considered in particular the absence levels in the organisation and it was agreed that it would be beneficial to have the levels broken down into long term and short term in future reports.

Members noted the position.

(ii) **Harmonisation of HR Policies**

The Director of Human Resources presented a range of HR policies for member's consideration and approval. These included:-

- Special Leave Policy,
- Employment Equality of Opportunity Policy,
- Employment Break Scheme,
- Dealing with Incapability and Incompetence,
- Flexible Working Policy,
- Code of Conduct,
- Drugs, Alcohol and Substance Policy,
- Whistle Blowing,
- Disciplinary Procedure,
- Grievance Procedure,
- Working Well Together,
- Policy on Domestic Violence Abuse in the Workplace
- Zero Tolerance Policy

The draft policies were approved in principle subject to various amendments suggested by members. Mr McPoland advised that all the policies would be consistency checked and harmonised before being placed on the BSO's Intranet along with guidance notes to help managers in their application. Members were advised that further policies were being developed and will be presented to the Board for approval in 2010, including Health and Safety and a local policy on Post Entry Training.

8. **Any Other Business**

(i) **Extension of Terms of Appointments of the Chairs of Dental, Ophthalmic and Pharmaceutical Committee**

The Chief Executive informed members that the Public Appointments Unit of the Department have extended the terms of office of the Chairs of Dental, Ophthalmic and Pharmaceutical Committee to 31 March 2010.

Members noted the position.

(ii) **Capital Allocation**

The Director of Finance advised members that the Department has allocated the BSO £175,000 for the rental of the short term Warehouse at Knockmore, Lisburn which is storing the PPE equipment.

An allocation of £196,000 was also allocated to the BSO to fund the procurement of PCs and Laptops from HP under the Technology Partner Agreement.

Retrospective approval was sought from members to commence the purchase of these items.

Members approved the capital expenditure request.

9. **Date of Next Meeting**

The next meeting of the BSO Board will take place at 2.00 pm on Thursday 28 January 2010.

The Chairman thanked everyone for attending and closed the meeting.

Chair

Chief Executive

Date