Business Services Organisation

Agenda

MEETING OF THE BSO BOARD

A meeting of the BSO Board will take place on **Thursday 25 May 2017 at 10.00 am in Conference Room, HSC Pension Service, Waterside House, Londonderry, BT47 6FP.**

1. Chair's Welcome and Opening Remarks and Apologies

   - Apologies –

2. Declaration of Conflicts of Interest

3. ***Minutes***

   (i) Minutes of Meeting held on 27 April 2017 – ***Marked A*** **For Approval**

4. ***Matters Arising from Minutes***

5. Chairs Business **For Noting**

6. Chief Executive's Report **For Noting**

7. ***Finance Report***

   (i) Finance Report – Month 12 – ***Paper BSO 38/2017 refers – Director of Finance (DoF) to Report*** **For Noting**

8. Corporate Balanced Scorecard – ***BSO 39/2017 refers – Director of CCP to Report*** **For Noting**

9. Business Services Transformation Programme (BSTP) - Shared Services Project - Highlight Report– ***Paper BSO 40/2017 refers*** – ***Director of Operations & Chief Executive to Report*** **For Noting**

10. Report on BSO Prompt Payment for Period Ending 30 April 2017 – ***Paper BSO 41/2017 refers – Chief Executive to Report*** **For Noting**

11. HR&CS Policies – ***Paper BSO 42/2017 refers – Director of HR&CS to Report***

    (i) Revised Complaints Policy
    (ii) Information Risk Policy **For Approval**
    (iii) Information Security Policy
    (iv) Information Governance Policy

12. Functions and Customers of BSO – ***Paper BSO 43/2017 refers – Chief Legal Adviser to Report*** **For Noting**

13. BSO Claims Management for 2016/17 – ***Paper BSO 44/2017 refers – Chief Legal Adviser to Report*** **For Noting**

14. Cyber Security Incident – Update – ***Director of CCP to Report*** **For Noting**

15. Declaration and Register of Members Interests for 2017/18 – ***Paper BSO 45/2017 refers*** **For Noting**

16. **AOB**

    (i) International Travel – Head of IT – ***Chief Executive to Report*** **For Noting**

17. Date of Next Meeting – ***Tuesday 13 June 2017*** – 12 Noon - Boardroom, BSO HQ (Special Meeting of BSO Board to Consider Annual Report and Annual Accounts for 2016/17)

    Thursday 22 June – 10am – Boardroom, BSO HQ, 2 Franklin Street, Belfast, BT2 8DQ