

BUSINESS SERVICES ORGANISATION

Minutes of Proceedings

The hundred and tenth meeting of the Board of the Business Services Organisation was held on Tuesday 12 June 2018 at 10 am in the Boardroom, BSO HQ, 2 Franklin Street, Belfast, BT2 8DQ.

Present:

Mrs Julie Erskine (Chair)

Mr Mark Campbell

Miss E P Gordon

Mr Jeremy Stewart

Mr Sean McKeever

Mr Deep Sagar

Professor Dorothy Whittington

Mr Liam McIvor (Chief Executive)

Mrs Wendy Thompson (Director of Finance)

Mr Sam Waide (Director of Operations)

In Attendance:

Mrs Karen Bailey (Director of CCP)

Miss Amanda Mills (Board Secretary)

1. **Apologies**

Apologies for absence were received from Robert Bannon, Karen Hargan, Karen Bailey and Alphy Maginness.

2. **Chairman's Business**

The Chairman welcomed everyone to the meeting.

3. Conflicts of Interest Declarations

There were no conflicts of interest declared.

4. **Draft BSO Annual Report and Accounts and Associated Papers for Year Ended 31 March 2018**

- (i) *Executive Summary for Draft BSO Financial Statements 2017/18– Paper BSO 44/2017*
- (ii) *Draft BSO Annual Report and Accounts for Year-Ended 31 March 2018 and Letter of Representation – Paper BSO 45 /2017*

The Director of Finance presented the Executive Summary to the BSO Financial Statements for the year ended 31 March 2018 along with the Draft BSO Annual Report and Accounts for the year ended 31 March 2018.

She explained that any changes made to the document since presentation to the BSO GAC on 7 June 2018 were presentational or expanded further on issues previously identified in the Annual

Report and Accounts. She then used the Executive Summary to highlight that all key targets had been achieved including financial breakeven.

She reported that it was expected that the accounts would be receiving an unqualified opinion, without modification from the C&AG and that there were no unadjusted misstatements. The Director of Finance then drew the Board's attention specifically to the Statement of Comprehensive Net Expenditure, Statement of Financial Position for the year ending 31 March 2018 and the Accountability Report, highlighting some of the key figures and movements.

The Board endorsed the GAC's recommendation that the Annual Report and Accounts of the BSO for 2017/18 should be signed by the Chairman, Chief Executive and Director of Finance along with the Letter of Representation.

5. External Audit Annual Reports

(i) Draft NIAO Report to those Charged with Governance: - Audit of 2017/18 Financial Statements – Paper - BSO 46/2018

The Director of Finance advised that the draft NIAO Report to those Charged with Governance was presented to the GAC at its meeting on 7 June 2018 by the appointed auditors PwC,

Members noted the draft Report to those Charged with Governance in respect of the Financial Statements for the year ended 31 March 2018.

(ii) NIAO Report on BSO Third Party Assurance – Paper BSO 47/2017

The DOF presented the NIAO Report on BSO Third Party Assurance which reflected the findings of PwC's control work on the range of services BSO provides to its clients, including IT services. Attention was drawn to Section 3 of the Report which summarised the overall conclusions for key controls operated by BSO and out of the 15 identified they were unable to provide assurance on the processes performed by Shared Services Payroll, Travel and Subsistence.

Members noted the NIAO Report on BSO Third Party Assurance.

6. 2017/18 Annual Accounts for Client Organisations - Update

The Director of Finance advised the Board that the production of the 2017/18 Annual Accounts for Client Organisations has progressed satisfactorily and was in line with the timetable. No audit issues have been identified to date and unqualified audit opinions were expected across the board.

7. GAC Business

(i) 2017/18 GAC Annual Report to the Board – Paper BSO 48/2017

Mr Stewart, Chair of GAC, presented the GAC Annual Report for 2017/18. He highlighted the considerable contribution made to the GAC from the Non-Executive Directors (NEDs) who served on GAC during 2017/18.

Mr Stewart advised members that he held two additional GAC meeting in the 2017/18 to further monitor key issues raised in the Limited and Unacceptable Internal Audit Reports (Payroll and SS Recruitment) and this will continue into 2018/19. He added however the overall conclusion is that GAC is of the opinion that the assurances available are sufficient to support the BSO Board and Accounting Officer in the decisions taken by them and in their accountability obligations and that a sound system of internal control is in place.

Members noted the GAC Annual Report for 2017/18.

8. AOB

(i) *Review of Key Systems in light of Cytology Incident*

Patricia Gordon enquired that in light of the recent incident referred to earlier are there any other systems/services which need to be reviewed. The Chief Executive stated that once the Lessons Learned report is issued by the Incident Control Team (ICT) BSO will undertake a review.

9. Date of Next Meeting

The next meeting of the BSO Board will take place on Thursday 28 June 2017 at 10.00 am in the Boardroom, BSO HQ, 2 Franklin Street, Belfast.

The Chairman thanked everyone for attending and closed the meeting.

Chair

Chief Executive

Date _____