

BUSINESS SERVICES ORGANISATION

Minutes of Proceedings

The one hundred and thirty third meeting of the Board of the Business Services Organisation was held on Thursday 25 June 2020 at 10.00am via Video Conference

Present:

Mrs Julie Erskine (Chair)

Mr Robert Bannon
Mr Mark Campbell
Miss Patricia Gordon
Mr Sean McKeever
Mr Jeremy Stewart
Professor Dorothy Whittington

Mrs Karen Bailey (Acting Chief Executive)
Mrs Karen Bryson (Director of Finance)
Mrs Paula Smyth (Director of HR&CS)
Mr Sam Waide (Director of Operations)

In Attendance:

Mr Alphy Maginness (Chief Legal Adviser)
Miss June Turkington (Acting Chief Legal Adviser)
Miss Amanda Mills (Board Secretary)

1. *Apologies*

An apology for absence was received from Liam McIvor.

2. *Chairman's Business*

The Chairman welcomed everyone to the meeting. At the outset she congratulated Karen Bailey on her role as Acting Chief Executive and in particular thanked Karen Bryson for acting as Interim Chief Executive prior to Karen Bailey's appointment.

3. *Conflicts of Interest Declarations*

There were no conflicts of interest declared.

3. *Minutes of BSO Board Meeting held on 28 May 2020*

The minutes of the meeting held on 28 May 2020 were agreed as a true and accurate record of proceedings.

4. *Action Template – Paper BSO 26/2020 refers*

Members noted the Action Template for 2019/20. It was recognised that the majority of actions remain outstanding due to the Covid 19 pandemic, however it is hoped that once BSO returns to Business as Usual (BAU) the actions will be eventually implemented. It was noted that Encompass was not an agenda item for this month's meeting however the Chair advised that she

has asked the Encompass Programme Director to produce a detailed paper for consideration at the August Board meeting.

5. *Chairs Business*

The Chair advised she has been keeping in contact with Liam McIvor whilst he is on sick leave and has conveyed Board members best wishes.

A special thank you was made to June Turkington who has been acting as Acting Chief Legal Adviser during Alphy Maginness' absence. Alphy is returning to his full time post in the near future.

Congratulations were also made to Mr Sam Waide who has been appointed as CEO of the Road Safety Authority in the Republic of Ireland and the Chair on behalf of members wished him every success in his new role.

6. *Acting Chief Executive's Report*

Karen Bailey briefed members on the meetings she has recently attended; these included Rebuilding HSC Services Programme Board and the bi weekly Chief Executive meetings.

7. *Draft 2019/20 BSO Annual Report and Accounts*

- (i) ***Presentation on BSO Financial Statements 2019/20–***
- (ii) ***Draft BSO Annual Report and for Year-Ended 31 March 2020 and Letter of Representation –***

The Director of Finance presented the Executive Summary to the BSO Financial Statements for the year ended 31 March 2020 along with the Draft BSO Annual Report and Accounts for the year ended 31 March 2020.

She explained that the Annual Report and Accounts were presented to GAC at its meeting earlier today and confirmed that the External Auditors have provided an audit opinion confirming BSO has met the statutory break-even financial targets and BSO's financial transactions are regular. To that end the External Auditors have recommended to the NIAO to certify the 2019/2020 financial statements with an Unqualified audit opinion. In particular the DoF thanked Mr Simon McGrattan, AD Finance, for his role in developing the annual accounts during a very complex and challenging period.

The Board endorsed the GAC's recommendation that the Annual Report and Accounts of the BSO for 2019/20 should be signed by the Chairman, Acting Chief Executive and Director of Finance along with the Letter of Representation.

8. *External Audit*

- (i) ***Draft NIAO Report to those Charged with Governance: - Audit of 2019/20 Financial Statements***

The Director of Finance advised that the draft NIAO Report to those Charged with Governance was presented to the GAC at its meeting earlier today by the appointed auditors PwC LLP.

Members noted the draft Report to those Charged with Governance in respect of the Financial Statements for the year ended 31 March 2020.

(ii) *NIAO Report on BSO Third Party Assurance*

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.

Members noted the NIAO Report on BSO Third Party Assurance.

9. *2019/20 Annual Accounts for Client Organisations - Update*

The Director of Finance advised the Board that the production of the 2019/20 Annual Accounts for Client Organisations has progressed satisfactorily and were all completed within the deadline. Audit exit meetings are near completion and to date no audit issues have been identified to date and unqualified audit opinions were expected across the board.

10. *GAC Business*

(i) *2019/20 GAC Annual Report to the Board*

Mr Stewart, Chair of GAC, presented the GAC Annual Report for 2019/20. He highlighted the considerable contribution made to the GAC from the Non-Executive Directors (NEDs) who served on GAC during 2019/20.

The overall opinion of the GAC is that the assurances provided to GAC are sufficient to support the BSO Board and the 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 2019/20.

11. *Finance Report – Month 2 – Paper BSO 32/2020 refers*

The Director of Finance presented paper BSO 32/2020; a finance report for the two month period ending 31 May 2020.

The summary financial position shows the reported income and expenditure position for the period, with an overall deficit reported for this period. She explained that the deficit has been generated by core services, which is the result of the significant impact of Covid 19 expenditure during April and May. In addition both the Leadership and Clinical Education Centre have been impacted in relation to their ability to meet their other fee earnings (OFE) income targets due to the pandemic. Members were advised that as part of the monthly financial monitoring return HSC organisations are now required to report Covid 19 costs to date and a forecast for 2020/21. To that end Finance Directorate has forwarded Covid bid templates to Directors for completion for onward transmission to DOH.

Members noted the finance report.

12. *Corporate Balanced Scorecard – Paper BSO 33/2020 refers*

The Acting Chief Executive presented paper BSO 33/2020 which set out the performance of key service areas in the BSO for the period up to 31 May 2020. She highlighted those measures with a red rag rating and explained the circumstances which led to the evaluations, which in the main was due to the Covid 19 pandemic. Mr McKeever enquired if a different colour could be used to highlight those targets stated as “N/A” and suggested that a different colour should be used, eg Blue. The Acting CX agreed to consider this with the CCP team and SMT.

Members noted the BSO Corporate Scorecard.

12. *Rebuilding HSC Services*

The Chair advised that the Minister for Health had recently attended a NICON Chairs Group and has offered to meet with them on a regular basis. The Acting Chief Executive is a member of the Rebuilding HSC Services Programme Board and feeds back to the Chair and SMT on the key issues raised at the meeting, particularly those issues which impact upon BSO, eg PPE.

13. *Covid 19 – Updates from Directors*

The Chair invited executive colleagues to update members, on an exception basis, the additional work taking place due to Covid 19. Each Director provided members with a comprehensive update on their services areas. The Director of Operations briefed members on the development of a system wide modelling exercise for PPE which has now concluded and the impact this will have on BSO which will mean the requirement of significant additional storage facilities. BSO is liaising closely with the DOH to draw up formal lease agreements which will incur additional costs. A further challenge for PALs at present is that due to the reduced usage of PPE the stores are full to capacity which is proving to be very difficult to manage on an operational basis. In answer to a question from Professor Whittington the Director of Operations assured members that he is confident that if a second surge occurred BSO would be able to maintain the PPE stock.

14. *AOB*

There was no any other business.

15. *Date of Next Meeting*

The next meeting of the BSO Board will take place on Thursday 27 August 2020 at 10.00 am

The Chairman thanked everyone for attending and closed the meeting.

Chair

Chief Executive

Date _____