

BUSINESS SERVICES ORGANISATION

Minutes of Proceedings

The hundred and thirtieth meeting of the Board of the Business Services Organisation was held on Thursday 26 March 2020 at 10.00 am via tele conference.

Present:

Mrs Julie Erskine - (Chair)

Mr Robert Bannon
Mr Mark Campbell
Miss E P Gordon
Mr Sean McKeever
Mr Jeremy Stewart
Professor D Whittington

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

In Attendance:

Mrs Karen Bailey (Director of Customer Care and Performance)
Miss June Turkington (Acting Chief Legal Adviser)
Miss Amanda Mills (Board Secretary)
Mr Gary Loughran (in attendance for agenda item 8.1)

1. Chair's Welcome and Opening Remarks and Apologies

The Chair welcomed everyone to the meeting and at the outset explained that due to the current situation the meeting will only consider matters which require the Board's urgent attention. The Chair also referred to the briefing session which was scheduled to take place prior to today's Board meeting relating to the recommendations contained in the recent Internal Audit Report on Board Effectiveness. Again it was agreed that due to the circumstances around COVID 19 the briefing session was cancelled however she provided members with a quick summary of the main issues contained in the Audit Report which included appropriate training in place for executive members of the Board, including the collective responsibility and challenge function.

There were no apologies for absence.

2. Declaration of Conflicts of Interest

There were no conflicts of interest declared.

3. Minutes

- (i) *Minutes of Meeting held on 27 February 2020*

The minutes of the meeting held on 27 February 2020 were agreed as a true and accurate record of proceedings.

4. Matters Arising from Minutes

(i) *Action Template – Paper BSO 12/2020*

Members noted the action template arising from the February Board meeting.

5. Chair's Business

There was no other Chairs business.

6. Chief Executive's Report

At the invitation of the Chair the Chief Executive highlighted to members key issues relating to Covid 19 and BSO.

BSO has moved into business continuity plan mode and have informed its customers.

Arrangements have been put in place to provide regular updates to staff. It was agreed that the Board should also have sight of key communications. The Chair suggested and it was agreed that she will compose a communique obo Board thanking them for their diligence and patience in this difficult time.

Personal Protective Equipment (PPE)

Agreement has now been reached to allow PPE to be released from the emergency planning stockpile managed by DOH.

ITS

ITS is in the process of increasing BSO's remote working capacity to allow staff to work from home. To that end a number of ITS programmes have been stood down to support the operations department in ITS.

HR

HR are currently updating a number of protocols to ensure business continuity.

Payroll

Payroll are presently focussing on implementing the AFC pay award for 2019/20 and are moving into business continuity planning mode to facilitate remote working. Negotiations are currently underway with Trusts around the move to critical payroll continuity (ie basic pay and 13 week enhancements) if they are unable to submit staff timesheets within the required timeframe.

FPS

FPS has implemented measures to pay the independent sector.

7. Items for Approval***7.1 BSO Management Statement (MS)– Paper BSO 13/2020***

The Director of Finance presented paper BSO 13/2020; a revised draft BSO Management Statement. She highlighted to members the primary change to the MS related to Section 3.6 “The Chief Executive Role as Accounting Officer” (AO) which now includes a section outlining the role of the AO in HSCNI regional E Health programmes. She advised that she has been working in conjunction with the Investment Director, DOH on the revised MS and hoped that it could have been signed off by the Deputy Secretary, DOH, prior to today’s Board meeting. Unfortunately this did not happen due to the current work pressures around COVID 19.

The DoF also referred to the Respective Responsibilities Summary, setting out the responsibilities of the Project Senior Responsible Officer (SRO), Chief Digital Information Officer (CDIO) and BSO Accounting Officer and advised that this was also in draft form and awaiting formal sign off by DOH. Members noted the contents of this document.

The Chair invited comments from members and subject to two questions for clarification purposes from Professor Whittington and Miss Gordon, the draft Management Statement was approved by the Board.

It was recognised that once the DOH formally approve the MS it will have to come back to the Board for final endorsement.

8. Items for Noting***8.1 Finance Due Diligence – Encompass Programme***

The DoF made a detailed presentation on the finance due diligence exercise relating to the Encompass Programme and Award of Contract. She advised at the outset that she had liaised with the Encompass Director in the development of this presentation. The presentation included:

- Summary of the full Business Case process
- Update on changes to the BSO (ie Management Statement and supporting documents)
- BSO Responsibilities and Governance Process
- BSO AO Responsibilities
- Review completed by Finance on the Final Full Business Case
- Overview of the Contract to be awarded.

Members asked a number of questions following the completion of the presentation and in particular around Benefits Realisation and clarification on who was responsible for the delivery and timescales of the benefits. The Chief Executive confirmed that the responsibility for these lie with the SRO for the Encompass Programme.

The Chair thanked the DOF for this comprehensive presentation on behalf of members.

9. **Any Other Business**

There was no any other business.

10. **Date of Next Meeting**

The next meeting of the BSO Board is scheduled to take place on Thursday 23 April 2020 at 10.00am in the Boardroom, BSO HQ, 2 Franklin Street, Belfast.

The Chair thanked everyone for attending and closed the meeting.

Chair

Chief Executive

Date _____