

HSC BUSINESS SERVICES ORGANISATION

Minutes of Proceedings

The eighth meeting of the Regional Business Services Organisation (BSO) was held on Thursday 26 November 2009 at 2.00 pm in the Conference Room, Bretton Hall, 45 Bush Road, Antrim.

Present

Mr Alexander Coleman (Chairman)

Mr Greg Irwin	Mr David Bingham
Mr Sean Mahon	Mr Larry O'Neill
Mrs H McCartan	Mrs Teresa Molloy
Mr Robin McClelland	Mr Hugh McPoland
Mr Alan Hanna	
Mr Gerry Strong	
Mr Brian McMurray	

In Attendance

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

1. Apologies

Geraldine Fahy

2. Chairman's Business

There was no Chairman's Business.

3. Minutes of the Meeting held on 22 October 2009

The minutes of the Board meeting held on 22 October 2009 were agreed as a true and accurate record of proceedings and were signed by the Chairman.

4. Matters Arising from Minutes

(i) Action Sheet Arising from Board Meeting held on 22 October 2009

The actions arising from the BSO Board meeting held on 22 October 2009 were noted by members.

In answer to a question by Greg Irwin regarding the realignment of legacy Board functions into the BSO, the Chief Executive advised that he had recently met with an MLA and some staff based in the Southern Sector regarding this issue. Mrs Molloy

and Mr McPoland are also scheduled to meet with Southern Sector staff on 30 November 2009. It was agreed that members would be kept apprised of developments.

(ii) **Fraud Policy Statement – Minute 11**

Members considered and approved a revised Fraud Policy statement which set out the BSO's approach towards the prevention of fraud and the action arising it will take if an allegation of fraud arises. It was noted that the Director of Human Resources will be presenting a range of HR policies to the December Board meeting for approval, including Whistle Blowing and the Disciplinary Procedure.

5. **Finance Director's Report to the Board for the Period Ended 31 October 2009**

The Director of Finance presented the financial report for the period ended 31 October 2009 which showed that the BSO has an income and expenditure deficit of £187,000 which is an improvement on last month. It was noted that the impact of staff leaving the organisation on VER over the last few months is starting to have an effect on the financial position. Mr O'Neill reported on progress of the action being taken to confirm the income position for the organisation.

Members noted the position.

Mr O'Neill tabled to members a request for approval of capital funds for the purchase of an e sourcing tool – "Bravo Solutions" which would modernise the e-tendering and on-line adjudication processes for PALs staff. A specific allocation of £83,000 has been awarded to the Business Services Organisation for this system from the Department and members were asked for formal approval to proceed with this project in order to allow PALs to implement Bravo "E Sourcing NI" in this financial year. It was noted that SMT had previously considered and approved this proposal.

Members approved the capital expenditure request.

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 considered and noted by members.

7. **Mission and Values for BSO**

The Chief Executive presented a further draft of a Mission Statement and set of supporting values for the organisation following members' suggestions at the Board workshop on 22 October 2009. It was recommended that the Mission Statement for the BSO should be: – "To deliver competitive, high quality business services to

Health and Social Care so contributing to the health and well being of the population in NI”.

Members approved the Mission Statement and the Values for the BSO and agreed that they be rolled out at the forthcoming Staff Engagement Workshops which have been organised throughout the organisation during the month of December.

8. **Update on Swine Flu**

Teresa Molloy briefed members on the continuing work undertaken by BSO staff to support the HSC in its preparedness arrangements for the H1N1 pandemic. A significant amount of work has been undertaken on assessing if the province has an ample supply of the correct size/type of respirator masks as these have to be individually fitted for healthcare workers. BSO has now been authorised to secure the longer term warehouse facility at Portman and consequently plans to release the short term warehouse at Knockmore by February 2010.

Members noted the position.

9. **Executive Summary for the Office of Research Ethics Committees (NI) for 2008/2009**

Shane Devlin presented Paper BSO 57/2009 which briefed the Board on the activity undertaken by the Research Ethics Committees (RECs) in NI for 2008/2009.

Members considered and noted the report and acknowledged the important role that the RECs perform.

10. **Schedule of BSO Board and GAC Meetings for the Period January – June 2010**

Members noted the schedule detailing the Board and GAC meetings for the first six months of 2010. It was recognised that the planned date for the June Board meeting may have to be rearranged in light of the auditors’ direction regarding the date for completion of the annual accounts for 2009/2010. In answer to a query from a member the Chief Executive advised that a Remuneration and Terms of Service Committee meeting will be organised once the Departmental Circular on Senior Executive Pay for 2009/10 is issued.

Members noted the schedule.

10. **Any Other Business**

There was no Any Other Business.

11. **Date of Next Meeting**

The next meeting of the BSO Board will take place at 10.00 am on 17th December 2009 in the Boardroom, BSO HQ.

The Chairman thanked everyone for attending and closed the meeting.

Chair

Chief Executive

Date