

**BUSINESS SERVICES ORGANISATION**

**Minutes of Proceedings**

The fifty first meeting of the Business Services Organisation was held on Thursday 25 July 2013 at 2.00 pm in the Boardroom, BSO Headquarters, 2 Franklin Street, Belfast.

**Present:**

Mr Gerald Strong (Acting Chairman)

Mrs Geraldine Fahy

Mr Alan Hanna

Mr Greg Irwin

Mrs Hilary McCartan

Mr Robin McClelland

Mr Brian McMurray

Mr David Bingham (Chief Executive)

Mr Patrick Anderson (Director of Finance)

Mr Hugh McPoland

**In Attendance:**

Mr Alphy Maginess (Chief Legal Adviser)

Miss Amanda Mills (Board Secretary)

1. **Apologies**

Apologies for absence were received from Alexander Coleman, Sean Mahon, Teresa Molloy and Karen Bailey.

2. **Chairman's Business**

The Chairman advised members that the minutes of the June Board meeting will be presented to the August Board meeting for ratification/approval.

At the invitation of the Chairman, the Chief Executive informed members of a power outage at both the RGH and BCH Data Centre sites in the early hours of this morning (25 July 2013). The outage was caused, as in previous occasions, by environmental issues which were outwith the control of BSO. It is hoped to have the systems up and running later in the day. The incident will be declared as an SAI and the Chief Executive has instructed that an investigation commence immediately. A full report of the incident will be presented to the August Board meeting.

Members were informed of the death of Mr Coleman's father earlier in the week. The Chief Executive was asked to convey the Board's condolences to Mr Coleman and his family.

3. **Financial Matters**

(i) ***Budget 2013/14***

The Director of Finance presented paper BSO 56/2013 which set out the budget for BSO for the 2013/14 financial year. Mr Anderson briefed members on the process used to formulate the final budget which incorporated the production of the BSO Service Offering. Mr Anderson set out, by operational area, how the Organisation would achieve its statutory obligation of break even and deliver the required cash releasing and productivity efficiencies. Mr Anderson agreed to provide further information at a future meeting on non-recurrent initiatives, including invest to save, approved by SMT. He continued that if approved, this budget would form the basis upon which financial performance would be measured in the year ahead, in conjunction with the now established in year financial forecasting regime.

Mr Anderson presented the proposed capital schemes for the 2013/14 year and highlighted that these schemes would be the subject of Departmental approval. Ms Fahy requested confirmation that all Capital business cases submitted to DHSSPS were in line with NIGEA compliance. Mr Anderson undertook to confirm this.

Board members approved the budget for 2013/14.

4. **AOB**

There was no any other business.

5. **Date of Next Meeting**

The next meeting of the BSO Board will take place on Thursday 29 August 2013 in the Boardroom, BSO HQ, 2 Franklin Street, Belfast; time to be confirmed.

The Chairman thanked everyone for attending and closed the meeting.

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Chair

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Chief Executive

Date \_\_\_\_\_