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BSO 5/2009

HSC BUSINESS SERVICES ORGANISATION

Minutes of Proceedings

The fifth meeting of the Regional Business Services Organisation (BSO) was held on Thursday 27 August 2009 at 2.00 pm in the Boardroom, Business Services Organisation Headquarters, 2 Franklin Street, Belfast.

Present

Mr Alexander Coleman (Chairman)

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

In Attendance

Miss Amanda Mills (Secretary to the Board)

1. Apologies

Apologies for absence were received from Alphy Maginness and Brian McMurray.

2. Chairman's Business

At the outset of the meeting the Chairman drew member's attention to the number of agenda items which were being presented at today's meeting. He explained that the volume of papers necessary for the establishment of a new organisation is substantial and thanked the non-executives for their consideration of the papers and the executive directors for their efforts in preparing the necessary documentation.

3. Minutes of the Meeting held on 7 July 2009

The minutes of the Board meeting held on 7 July 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 7 July 2009

The actions arising from the BSO Board meeting held on 7 July 2009 were noted by members.

5. Finance Director's Report to the Board for the Period Ended 30 June 2009

The Director of Finance presented the financial report for the period ended 30 June 2009 which showed that the BSO has an income and expenditure deficit of £97,000. He added that there was still a significant amount of work to be done to confirm the Revenue Resource Limit (RRL) which is income received primarily from Trusts, the HSCB, the Department and small agencies. It was noted that the RPA figure for the organisation would be in the region of £854,000 in year one however the BSO is still awaiting formal confirmation from the Department of any CSR figure.

Members noted the position.

6. BSO Workforce Information

The Director of Human Resources presented paper BSO 19/2009 which set out a range of workforce information relating to the BSO. It was noted that a significant amount of work has been undertaken over the Summer on developing the new structures for the organisation and also on processing applications for Voluntary Early Retirement for a number of BSO staff.

Concern was raised by members of the significant high level of staff sickness absence up to 31 July 2009. Mr McPoland advised that he will monitor this information over the coming months and see if any trends develop. It was suggested and agreed that if the Swine Flu pandemic emerges that sickness absence relating to this virus should be recorded separately.

Members noted the position.

7. 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.

The Risk Register relating to the Reconfiguration Programme was also considered and noted by members.

8. Shared Services – Business Services Transformation Programme

The Chief Executive presented paper BSO 22/2009 which provided members with an update on Shared Services and the Business Services Transformation Programme (BSTP) which is currently being facilitated by the Department. Mr Bingham advised members that following a review of this matter the Department has decided that the BSTP Programme Office will be managed by the BSO with the Chief Executive as the Programme Director on an interim basis. For clarification purposes Mr Bingham explained the remit and function of the BSTP, which included the procurement and implementation of HR/Payroll/Travel Expenses systems for the HSC, the procurement and implementation of Finance and Procurement/Logistics systems for the HSC, the replacement of systems for the payment of contractors within FPS and identification of the location of the Shared Services Centres and the commissioning of these centres. Mr Bingham advised that the Outline Business Case (OBC) for HR, Payroll and Travel, Finance and Procurement is scheduled for completion by mid September.

The governance arrangements for this programme were discussed and David Bingham advised that he has discussed the accountability arrangements with Sean Donaghy, Senior Director of Finance, DHSS PS. It was agreed that a paper on the governance arrangements for the project would be produced for consideration at a future Board meeting. Mr Hanna requested that it would be useful if a paper outlining what is expected from this project be presented to the Board at an appropriate time.

9. BSO Realignment and Location of Board Legacy Functions

The Chief Executive presented paper BSO 23/2009 setting out the initial thinking on the possible realignment and relocation of legacy functions which were mapped into the BSO from the 4 HSC Boards. Mr Bingham explained to members that a significant amount of work remains outstanding on this paper however at this stage he would value members' views on the organisation's initial thinking on the proposals. He advised that he hopes to have this document completed by mid to late September along with an EQIA and send it out to HSC organisations, the Department and Trade Unions for consultation. A number of amendments were suggested and agreed and a further draft will be presented to Board members at the September Board meeting.

The Chairman thanked members for their valuable input.

10. Service Delivery Plan (SDP) for 2009/2010 – Progress Report for 1st Quarter (April – June 2009)

The Director of Customer Care and Performance presented the Progress Report for the quarter ending 30 June 2009 giving details of the BSO's achievement in meeting the objectives set out in the Service Delivery Plan for 2009/2010. Members were advised that these reports would be presented to the Board on a quarterly basis. It was agreed that future reports should only contain objectives with either a "Red" or "Amber" status.

Members noted the position.

11. Risk Management Report

The Director of Customer Care and Performance presented paper BSO 25/2009 which set out the BSO's approach on the HSC Controls Assurance and Risk Management process. It was suggested and agreed that a paragraph should be included in the report setting out the remit of both the Board and the Governance and Audit Committee (GAC) regarding the Risk Management process.

Members endorsed the BSO's approach to the Risk Management process.

12. BSO Operational Response to H1N1 Pandemic

The Director of Human Resources and Corporate Services presented to members for information the BSO's operational response to the potential impact of Pandemic H1N1. The document has been sent to the BSO's customers and Trade Unions for consultation.

At the invitation from the Chairman the Director of Operations briefed members on the work that, in particular, the Procurement and Logistics Department are involved relating to the procurement and distribution for Personal Protective Equipment (PPE) and vaccination consumables across all health and social care sectors. As a point of interest it was noted that no category of BSO staff have been considered as a priority in the vaccination programme for HSC staff as they are not considered front line staff.

Members noted the position.

13. Draft Paper on Mission and Values

The Chairman referred to paper BSO 27/2009 which set out in draft the proposed mission and values for the BSO. Members were reminded that this paper will be used as a starting point for discussion at the Board workshop on 22 October 2009.

14. Any Other Business

There was no Any Other Business.

15. Date of Next Meeting

It was agreed that the next meeting of the BSO Board will take place on Thursday 24 September at 2.00 pm.

The Chairman thanked everyone for attending and closed the meeting.

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Chair

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Chief Executive

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Date