

BUSINESS SERVICES ORGANISATION

Minutes of Proceedings

The seventy sixth meeting of the Board of the Business Services Organisation was held on Thursday 27 August 2015 at 2.00 pm in the Boardroom, BSO HQ, 2 Franklin Street, Belfast, BT2 8DQ.

Present:

Mr Alexander Coleman (Chairman)

Mrs Geraldine Fahy

Mr Greg Irwin

Mr Alan Hanna

Mrs Hilary McCartan

Mr Robin McClelland

Mr Brian McMurray

Mr Sean Mahon

Mr Gerald Strong

Mr David Bingham (Chief Executive)

Mrs Andrea Henderson (Acting Director of Finance)

Mr Hugh McPoland (Director of HR &CS)

Mr Sam Waide (Director of Operations)

In Attendance:

Mrs Karen Bailey (Director of Customer Care and Performance)

Miss Amanda Mills (Board Secretary)

1. **Apologies**

An apology for absence was received from Mr Alphy Maginness.

2. **Chairman's Business**

The Chairman welcomed Patrick Murphy, General Management Trainee who was attending as an observer.

Members were advised that the Chief Executive's Office will be organising a further round of visits for Non-Executives to BSO sites commencing in the Autumn. To that end the Chairman requested that if members had any specific preferences of sites they would like to visit to advise Amanda. Hilary McCartan requested that a visit to SS Payroll in Wellington Place would be placed on the itinerary for this year.

3. **Minutes**

(i) ***Minutes of Meetings held on 25 June 2015***

The minutes of the meetings held on 25 June 2015 were agreed subject to a minor amendment. Once the amendment is made the Chairman will sign the minutes.

4. Matters Arising from Minutes

It was noted that any matters arising from the June Board meeting could be covered in today's agenda.

5. Chief Executive's Report

(i) *Expansion of Shared Services*

The Chief Executive advised that approval had still not been obtained from the Department for the Business Case to engage external consultant support to assist with the feasibility study for the expansion of shared services.

(ii) *Procurement of Public Sector Shared Data Centres*

The Chief Executive advised members that BT has been awarded the contract for this project. The projected date for the public sector shared data centres to go live is August 2016. It was agreed that members would be provided with regular updates on this matter.

(iii) *European Research Project (Magic)*

Members were advised that BSO has been appointed as the Project Co-ordinator of a European Research project titled "MAGIC". The MAGIC project (Mobile Assistance for Groups and Individuals in the Community) is a Horizon 2020 PHC 27 project, where 70% of the funding is provided by the EU. The aim of the project is to use pre-commercial procurement as a vehicle for developing and delivering innovations that help people who have suffered a stroke. A consortium of 15 partners has come together from across Europe to deliver the project, which will bring health and economic benefits to Northern Ireland. The duration of the project is envisaged to take 52 months.

6. *Financial Matters*

(i) *Finance Update – July 2015 – Paper BSO 88/2015*

The Acting Director of Finance presented a finance report for the four month period ended 31 July 2015.

Section 2 of the report provided a summary of the reported income and expenditure position for the period, with an overall surplus reported for the period. The surplus has primarily been generated by Core Services, offset by a deficit within Managed Services.

Members noted the position.

7. Corporate Balanced Scorecard – Paper BSO 88/2015

The Director of Customer Care and Performance presented paper BSO 88/2015 setting out the performance of key service areas in the BSO for the period up to 31 July 2015. At the invitation of the Chairman, the relevant Directors briefed members on the rationale of the indicators which were highlighted either amber or red.

Members noted the Corporate Balanced Scorecard.

8. Draft Governance Arrangements for Expansion of Shared Services (ESSP) – Paper BSO 90/2015

The Chief Executive presented paper BSO 90/2015 setting out the draft governance arrangements for the expansion of shared services project within the BSO. BSO are in the process of producing a Project Initiation Document (PID) for the project whereby the Chief Executive will act as the Senior Responsible Officer (SRO) and SMT will be members of the Project Board. Overall accountability for the project will ultimately lie with the BSO Board and this matter will become a substantive agenda for every Board meeting. Members approved in principle to the draft governance framework for expansion of shared services in BSO.

9. Pals Six Monthly Assurance Report to the Board (Paper BSO 91/2015)

The Director of Operations presented paper BSO 91/2015 which set out the six monthly Assurance Report on a range of procurement issues. Members were reminded that this is a requirement stipulated in the BSO's Business Plan for 2014/15.

10. BSTP Benefits Realisation Project (BRP) Highlight Report – Paper BSO 92/2015

The Director of Operations presented paper BSO 92/2015 setting out key issues regarding the BRP project. Members were advised that the Single Pay Frequency (SPF) project has now been postponed to April/May 2016 following discussion with HSC Trusts. A revised proposal to roll out SPF will be presented to the next meeting of the BSTP Programme Board.

Members noted the position.

11 (i) Shared Services Highlight Report – Paper BSO 93/2015

The Chief Executive presented paper BSO 93/2015 setting out an executive summary for the Shared Services project. It was noted that SE Trust has now confirmed a transition date to BSO Recruitment Shared Services, however, confirmation from Western Trust is still pending.

Payroll performance is steadily improving and Mr McMurray congratulated the Head of Shared Services and his team on this great achievement

Members noted the position.

11 (ii) Report on BSO Prompt Payment for Period Ending 31 July 2015 – Paper BSO 94/2015

The Chief Executive presented paper BSO 94/2015 which set out the percentage of invoices paid within 10 working days and within 30 calendar days from April 2014 to July 2015 by the BSO Accounts Payable Department. It was noted that 90.65% of HSC invoices have been paid within 30 calendar days in July 2015 compared to 75.69% in April 2014. Members were advised that BSO will go live with Self Billing, wherein BSO will generate invoices on behalf of suppliers.

Members noted the position.

12. FPS Payment Systems Benefits Realisation Report – Paper BSO 95/2015

The Director of Operations presented paper BSO 95/2015 which set out an overview of progress of the FPS System Implementation Project. All the FPS payments systems are now live however there still remain a number of issues which need to be addressed to stabilise the system. Some of the benefits realisation may be delayed due to these issues and create a degree of slippage on the projected milestone dates. A training plan has been put in place to train GP practitioners on using the payments portal usage with a target date for completion of October 2015.

Members noted the position.

13. Executive Summary for the Office for Research Ethics Committees – Paper BSO 96/2015

The Director of Customer Care and Performance presented paper BSO 96/2015 which set out the activity undertaken by the Research Ethics Committees (RECs) in NI for 2014/15. It was noted that both RECS A and B attained fully quality accreditation on their first audit on the work performed by the committees during 2014/15.

Members asked the Director of Customer Care and Performance to pass on their congratulations to the committee members.

Members noted the executive summary for the Office for Research Ethics Committees.

14. Business Committee Report – Paper BSO 97/2015

The Chair of the Business Committee presented paper BSO 97/2015 which provided members of the minutes of the Business Committee meetings held on 26 February 2015 and 3 July 2015. The report also included a number of draft policies which were considered and approved by the Committee and were now presented to the Board for formal ratification. The HR&CS Quarterly Report for the period ending 30 June 2015 was also considered by the Business Committee in-depth and was included in the report for formal noting by Board members.

With regard to the HR&CS Report it was noted that the Committee had been asked to recommend to the Board that the following officers undertake business travel outside the UK:-

- Ms JA Augusto – travel to Brussels for a European Commission Health Information Day on 18 September 2015.
- Mrs Karen Baily and Mr David Bryce – travel to Barcelona to attend a Placeholder Symposium from 9 – 12 November 2015.
- The Committee had also noted that Mr Peter Wilson had been invited to speak at an International Procurement Conference in Melbourne, Australia in February 2016 and that all costs were being covered by the conference organisers. However since that time this invitation has been rescinded due to financial constrictions and therefore this visit will not take place.

As required for governance purposes the Board endorsed the Business Committee's recommendation that the overseas travel applications for Ms JA Augusto and Mrs Bailey and Mr Bryce.

The Board also considered and approved the following policies subject to a number of minor amendments:-

Records Management Policy
Security Policy
Manual Handling Policy
Attendance Management Policy
CCTV Policy
Post-Entry Training Policy

15. **AOB**

There was no any other business.

16. **Date of Next Meeting**

The next meeting of the BSO Board will take place on Thursday 24 September 2015 at 2.00 pm in the Boardroom, BSO HQ, 2 Franklin Street, Belfast.

The Board Meeting would be preceded by the BSO Annual Recognition Award event taking place at 12 Noon in the Ulster Hall, Belfast.

The Chairman thanked everyone for attending and closed the meeting.

Chair

Chief Executive

Date _____