

## **BUSINESS SERVICES ORGANISATION**

### **Minutes of Proceedings**

The one hundred and forty ninth meeting of the Board of the Business Services Organisation was held on Monday 14 March 2022 at 9.30 am in the Boardroom, BSO HQ and also via Video Conference.

#### **Present:**

Mrs Julie Erskine (Chair)

Mr Robert Bannon  
Mr Mark Campbell  
Miss Patricia Gordon  
Mr Sean McKeever

Mrs Karen Bailey (Acting Chief Executive)  
Mrs Paula Smyth (Director of HR&CS)  
Mrs Karen Bryson (Director of Finance)  
Mr Martin Bradley (Interim Director of Operations)

#### **In Attendance:**

Mr Alphy Maginness (Chief Legal Adviser)  
Mr Mark Bradley (Interim Director of CCP)  
Miss June Turkington (Incoming Interim Chief Legal Adviser wef 1/4/2022)  
Mr Craig Young (HSC Programme Digital Director) for Agenda item 6.  
Miss Amanda Mills (Board Secretary)

#### ***1. Apologies***

An apology for absence was received from Professor Dorothy Whittington.

#### ***2. Conflicts of Interest Declarations***

There were no conflicts of interest declared.

#### ***3. Chair's Welcome and Opening Remarks***

The Chair welcomed members to the additional Board meeting and thanked members for attending at such short notice. She explained the rationale for holding the additional meeting which would be to allow members time to consider and debate the 4 specific agenda items which are key issues for the BSO prior to being presented to the Board in the Spring for formal approval.

#### **4. HSCB Migration to BSO – BSO 14/2022 refers**

The Acting Chief Executive made a detailed presentation to the Board on the HSCB Migration to BSO which is scheduled for implementation on 1 April 2022. At the outset she advised that the aim of the presentation is to provide the Board with an assurance on the migration of the HSCB under a hosting arrangement to BSO. Members were particularly interested in the Governance mechanism for this project and were assured that an overarching Memorandum of Understanding

(MOU) has been produced which would safeguard BSO's budgets and SLAs for the migration. It was confirmed that the BSO Oversight Board will continue to meet post migration and DOH have confirmed they will pull together a framework of all the governance arrangements for the Strategic Planning and Performance Group (SPPG) in April 2022. Discussion ensued on the outstanding matters which still require resolution; these include how the role of the NEDs will be fulfilled in SPPG with regards to some key policies, the production of a Management Statement and a Governance Framework document. Members were advised that post migration the BSO governance structure will be maintained for 2022/23 to embed the new model and a recruitment process is underway to appoint a permanent HR Business Partner and Change Manager dedicated to SPPG.

Members thanked the Acting Chief Executive for her thorough presentation and a number of questions were asked for clarification purposes relating to the responsibility for Asset Management which will continue to be the responsibility of SPPG and the ownership of the Linenhall Street building which will transfer to BSO when the process has been completed by DOH in conjunction with specialist legal advice.

It was suggested and agreed, from a risk perspective, that the Board should review the MOU in June and September 2022 where any issues can be escalated to the DOH Governance Steering Group. Mr McKeever also suggested that it would prove beneficial if the Board could have a checklist of the decision making process for the March (24<sup>th</sup>) Board meeting. The Chair also suggested that a review or post evaluation of the migration project should be undertaken as part of a lessons learned exercise and this was welcomed by members.

The Chair reminded members that the Board will have to formally acknowledge that BSO has adhered to the statutory requirements as outlined in the Acting Chief Executive's presentation made to members today at its next Board meeting on 24 March 2022 and to formally approve the HSCB Migration to BSO.

#### ***5. Review of BSO – Update***

The Interim Director of CCP provided a high level update on the review of BSO. At a recent meeting of the BSO Review Oversight Board members considered the Phase 2 of the Review and the actions required for this Phase. He confirmed that SMT and the BSO AD Network have already been briefed on the next stage of the review and meetings have been arranged for Directors to meet with the Review Team on a 1:1 basis. A further meeting of the BSO Review Oversight Board is scheduled for 21 March 2022 where members will receive an update. In answer to a question from Miss Gordon the Interim Director of CCP agreed to present the BSO Review project plan to the April Board meeting along with supporting documentation.

#### ***6. HSC Shared Services Digital Programme – Update***

Mr Craig Young, HSC Digital Programme Director made a presentation on the preferred option to take the HSC Shared Services Digital Programme forward, i.e. expanding the shared services for IT services for the Trusts and NIBTS. He advised that following his presentation to BDC in February 2022, a query followed relating to responsibility for Cyber Security. He advised that BSO would be responsible for delivery through an agreed SLA.

The Business Case for this programme was submitted to DHCNI in January 2022 for approval with a transfer date of April 2023 and go live date of April 2024, noting that approval from DHCNI is still outstanding.

It was agreed that due to the importance of this project the Board would like to be kept apprised on a regular basis. It was also suggested that this project should be treated in the same way as the HSCB migration to BSO and that the Board should formally approve this programme prior to the go live date in April 2023.

**7. *Encompass Budget Update – Paper BSO 15/2022 refers***

The Director of Finance informed members that due to the decision of the Encompass Programme Board to place a temporary pause on some of the plans in December 2021 this meant that funds from the CRL/RRL allocated to BSO would require a further easement and be returned to DHCNI/DOH in this financial year. The Chair thanked the DoF for this information as it is imperative that the Board is kept apprised of the elements of Encompass which the Board has responsibility for.

**8. *AOB***

The Chair asked her NED colleagues if they would consider taking part in the HR Recruitment and Selection training programmes as she envisages there may be a number of Senior Executive recruitments taking place in 2022/23 and NEDs need to be part of the interview panel. The Chief Executive's Office will send out the dates of the E Learning recruitment and selection training programmes to members.

**9. *Date of Next Meeting***

The next meeting of the BSO Board will take place on **Thursday 24<sup>th</sup> March 2022 at 10.00 am.**

The Chair thanked everyone for attending and closed the meeting.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Chief Executive

Date \_\_\_\_\_