

BUSINESS SERVICES ORGANISATION

Minutes of Proceedings

The one hundred and fifty fourth meeting of the Board of the Business Services Organisation was held on Thursday 25 August 2022 at 10.00am in the Lecture Theatre, Clinical Education Centre (CEC), Knockbracken Healthcare Park, Saintfield Road, Belfast

Present:

Mrs Julie Erskine (Chair)

Mr Robert Bannon
Mr Mark Campbell
Miss Patricia Gordon
Mr Sean McKeever
Professor Dorothy Whittington

Mrs Paula Smyth (Director of HR&CS)
Mrs Karen Bryson (Director of Finance)

In Attendance:

Miss June Turkington (Interim Chief Legal Adviser)
Mr Mark Bradley (Interim Director of CCP)
Mr Ben Doran (AD ITS)
Miss Amanda Mills (Board Secretary)

1. Welcome/Apologies

Apologies for absence were received from Karen Bailey and Martin Bradley.

2. Conflicts of Interest Declarations

There were no conflicts of interest declared.

3. Minutes of BSO Board Meetings held on 23 June 2022

The minutes of the Board meeting held on 23 June 2022 were agreed as a true and accurate record of proceedings.

4. Board Action Template – Paper BSO 48/2022 refers

Members noted the contents of the Board Action Template.

5. Chair's Business

The Chair briefed members on key meetings she attended during the Summer. She participated in a number of complaints review panels and attended a training session on Cyber Security which she recommended that other members should register to attend this course. Job Evaluations for several BSO Director posts are well underway and once completed will be sent to DOH for approval. The Chair thanked members for agreeing to participate in the survey

relating to Board Effectiveness and advised that the results of the survey will be presented to the BDC at its meeting on 14 September 2022 and following that the Chair of the BDC will hold a confidential meeting with the Chair to discuss the results.

6. Chief Executive's Report -Paper BSO 49/2022 refers

In the absence of the Chief Executive, the Director of Finance presented the Chief Executive's monthly report. The primary focus during August has been on dealing with the UK wide One Advanced ransomware cyber attack. This resulted in BSO having to disable access to the Finance and Procurement systems BSO run for the HSC and the services that rely on that system. Recovery is well underway and many HSC organisations have congratulated BSO on achieving this positive outcome. The Digital Shared Service Business Case has been approved. BSO will now begin more detailed discussions and planning to take the HSC Digital Shared Services programme forward. The Hybrid Working pilot scheme was agreed with Trade Unions and was launched in August with a phased lead in. The Permanent Secretary visited Recruitment Shared Services Centre on 4 August 2022 where he toured the facility and met with staff. The visit ended with a presentation on the Recruitment Response Plan which was very well received.

Following the concern raised by the Board and GAC relating to the financial addendum which has been submitted to DoH for an uplift of costs to the Encompass Programme the Chief Executive relayed these concerns to the SRO of Encompass and to the Encompass Programme Board. She also took the opportunity to alert DOH Sponsor Branch at her monthly update meeting. Members were advised that DOH confirmed financial cover to Encompass until the end of July and a further sub is being prepared by the CDIO to the Perm Secretary for a further period up to 31 October 2022. DOF assured members that every request for expenditure relating to Encompass will be scrutinised and validated to allow the Chief Executive assurance to authorise. A further update on this matter will be brought to the Board in September.

7. Annual Progress Report to the Equality Commission for 2021/22 – Paper BSO 50/22 refers

Professor Whittington, BSO Disability Champion, presented the Annual Progress Report on the implementation of Section 75 and the duties under the Disability Discrimination Order to the Equality Commission for 2021/22 for members' approval. Members were briefed on the innovative actions undertaken by the BSO's Equality Unit and members welcomed this very comprehensive document. Discussion ensued regarding a recommendation that Board members should undertake a training session on Equality Screening and it was agreed that this should take place in the last quarter of 2022/2023.

Members approved the annual progress report to the Equality Commission for 2021/22/.

8. Approval of Changes to the Bank of Ireland Mandate and Approval of a Corporate Credit Card for BSO – Paper BSO 51/2022 refers

Members considered and approved the changes in the current bank mandate removing Peter Wilson and Alphy Maginness and replacing them with Martin Bradley and June Turkington respectively. Members also approved an increased authorisation limit to Mr Omar Nawaz, Lead Payments Manager in BSO Accounts Payable.

Members also considered and approved a recommendation to set up a new corporate credit card facility for BSO to support business needs. It was noted that SMT have endorsed this proposal.

The DoF assured members that the credit card will only be used in exceptional circumstances and use of the card will be reported on a regular basis to GAC.

9. Finance Report – June 2022 – Paper BSO 52/2022 refers

At the outset the DoF explained that due to the FPL outage finance were unable to access July figures to produce a financial report for Month 4.

The summary financial position shows the reported income and expenditure position for the period, with an overall surplus reported for this period and at this stage in the year a break even position is forecast for year end. Members were reminded again of potential financial pressures to the organisation in this financial year which included inflationary drift which is much higher than previous years and will have a significant impact on the BSO run rate of expenditure in 2022/23.

In answer to a question from Miss Gordon regarding SPPG expenditure, the DoF advised that she is planning to invite the DoF, SPPG to the next meeting of GAC to brief her on the Board's request to include a quarterly finance report on SPPG income and expenditure. She will also brief the DoF SPPG at her next regular meeting.

Members noted the finance report for June 2022.

10. Corporate Balanced Scorecard – Paper BSO 53/2022 refers

The Interim Director of CCP presented paper BSO 53/2022 which set out the performance of key service areas in the BSO for July 2022. The Interim Director of CCP highlighted the measures with a red RAG rating and explained the circumstances which led to the evaluations.

Members were reminded of the Board workshop scheduled for Tuesday 6 September 2022 where the corporate scorecard and the KPIs will be reviewed indepth.

Members noted the BSO Corporate Scorecard.

11. Annual Business Plan Performance Report – Quarter 1 – Paper BSO 54/2022 refers

The Interim Director of CCP presented paper BSO 54/2022 which set out a summary exception report on the performance against the revised draft Annual Business Plan for 2022/23 as at 30 June 2022. It was noted at the end of Quarter 1, 85.3% of the actions within the Annual Business Plan were reported as complete and within the agreed tolerance level.

Members noted the Annual Business Plan Performance Report for Year End 31 March 2022.

12. Finance, Procurement and Logistics (FPL) – Update – Paper BSO 55/2022 refers

The Interim Director of CCP presented paper BSO 55/2022 setting out the context and the actions taken by BSO to resolve the potential cyber security threat to the FPL System. In particular special recognition was given to Ben Doran, Lynette Fegan, Linda O'Hare, Jonathan Semple and their teams on their commitment on how they rose to this significant challenge.

13. *HSCB Migration to BSO*

The Director of HR&CS was pleased to inform members that to date the migration of staff to BSO has worked seamlessly no significant issues have arisen to date.

14. Standing BSO Committee Appointment Updates – Chairs of Dental and Ophthalmic Committees – Paper BSO 56/2022 refers

In accordance with Schedule 8 of the General Dental Services Regulations (NI) 1993 members were asked to note that Mr Eamon Toner has been re-appointed as Chair of the BSO Dental Committee for a further four year term until 31 July 2022.

Members also noted that Ms Helen McGloin's appointment as Chair of the BSO Ophthalmic Committee has been extended to 30 September 2022 to facilitate the appointment of a new Chair by the DoH in line with Schedule 2 of the General Ophthalmic Regulations (NI) 2007.

Members noted the Appointment updates.

15. Report of the Remuneration and Terms of Service Committee held on 25 July 2022

The affected Executive Board members departed the meeting during consideration of this agenda item.

The Chair briefed members on the key issues arising from the Remuneration and Terms of Service Meeting held on 25 July 2022.

The Board endorsed the decisions of the Remuneration and Terms of Services Committee.

Members noted the minutes of the Remuneration and Terms of Service meeting held on 25 April 2022.

Executive Board members re-joined the Board meeting.

16. Presentation

HSC Clinical Education Centre (CEC) Overview –

Ms Heather Finlay, Head of CEC made a presentation to members on the work of CEC.

17. AOB

85. *Date of Next Meeting*

The next meeting of the BSO Board will take place on **Thursday 22 September 2022 at 10.00 am**, in RSSC Armagh.

The Chairman thanked everyone for attending and closed the meeting.

Chair

Chief Executive

Date _____