

**HSC BUSINESS SERVICES ORGANISATION**

**Minutes of Proceedings**

The tenth meeting of the Regional Business Services Organisation (BSO) was held on Thursday 28 January 2010 at 2.30 pm in the Boardroom, BSO HQ, 2 Franklin Street, Belfast.

**Present**

Mr Alexander Coleman (Chairman)

Mr Alan Hanna

Mr Greg Irwin

Mrs Hilary McCartan

Mr Robin McClelland

Mr Brian McMurray

Mr Sean Mahon

Mr Gerry Strong

Mr David Bingham

Mr Larry O'Neill

Mrs Teresa Molloy

Mr Hugh McPoland

**In Attendance**

Mr Shane Devlin

Mr Alphy Maginness

Miss Anne Currie (for Item 10)

Miss Amanda Mills (Secretary to the Board)

1. **Apologies**

An apology for absence was received from Geraldine Fahy.

2. **Chairman's Business**

At the outset of the meeting the Chairman advised members that following discussions with the Chief Executive it was decided to hold a further Board Workshop on business planning on the morning of 25 February 2010 commencing at 10.30 am.

3. **Minutes of the Meeting held on 17 December 2009**

The minutes of the Board meeting held on 17 December 2009 were agreed as a true and accurate record of proceedings subject to an amendment to the following minute:-

Agenda Item 5 – *Budgets for 2009/2010* – additional sentence to read – “Members approved the budget”. The minute would be amended to allow the Chairman to sign.

4. **Matters Arising from Minutes**

(i) **Action Sheet Arising from Board Meeting**

The actions arising from the BSO Board meeting held on 17 December 2009 were noted by members.

5. **Director of Finance's Report to the Board for Period Ended 31 December 2009**

The Director of Finance presented the financial report for the period ended 31 December 2009 which showed that the BSO has an income and expenditure deficit of £68,000 which is a significant improvement on previous months. Mr O'Neill informed members that the BSO is still on target to break even at the end of the 2009/2010 financial year.

Members were advised that there is still uncertainty over the level of CSR savings set for the BSO in June 2009. The Chief Executive wrote to the Deputy Secretary of the Department on 23 July 2009 asking for confirmation of the identified savings however to date has never received a response. The Chief Executive and the Director of Finance are now seeking an urgent meeting with the Director of Finance of the HSCB and the Deputy Secretary, DHSSPS to clarify this important issue.

On a positive note it was reported that following negotiations with the HSCB it has been provisionally agreed to reimburse BSO £286,000 due to the delay in the implementation of EPES, the funding for AFC and Employers' Superannuation Increase for 2009/2010. It was noted however that the funding for AFC and Superannuation will be subject to a reduction relating to CSR.

FPS continues to incur additional costs which they are not funded for, eg the purchase and distribution of British National Formularies (BNFs) and the increase of the costs of printing prescription forms. These matters continue to be raised on a regular basis with the HSCB.

Members were advised that a further list of capital expenditure bids will be presented to the February Board meeting for approval.

Mr McMurray raised concern regarding BSO successfully securing all of its income. Mr O'Neill assured Mr McMurray that discussions with the HSCB would be concluded as soon as possible.

Members noted the position.

6. **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. It was noted that the programme remains on target.

The Risk Register relating to the Reconfiguration Programme was also presented for members' consideration.

Members noted the position.

7. **Freedom of Information**

(i) **Procedure for Dealing with FOI Requests within the BSO**

The Chief Executive presented paper BSO 5/2010 which set out the administrative procedures that BSO should undertake when dealing with formal FOI requests. It was noted that the Chief Executive will sign off all FOI responses however it must be approved beforehand by the appropriate Director before being presented to the Chief Executive.

Members noted the position.

(ii) **Briefing Paper on Main Provisions of FOI Act**

The Chief Legal Adviser presented paper BSO 6/2010 which detailed the main provisions of the FOI Act 2000. It was noted that the FOI Review Panel comprises of both non-executive and executive directors of the organisation and it was recognised that members of the Board would require formal training on the FOI review process. It was agreed that Alphy Maginness would produce a framework for members' consideration. It was suggested and agreed that it would be beneficial to hold a briefing session on Data Protection at the same training session as the two issues are linked.

In answer to a question from the Chairman all members confirmed their willingness to sit on a review panel if required.

Members noted the position.

8. **Service Delivery Plan for 2009/2010 – Progress Report for 3<sup>rd</sup> Quarter (October – December 2009)**

The Director of Customer Care and Performance presented the progress report for the quarter ending 31 December 2009 giving details of the BSO's achievement in meeting the objectives (Corporate and Directorate) set out in the Service Delivery Plan for 2009/2010.

Members noted the position.

9. **Corporate Risk Register and Progress on Action Plans**

The Director of Customer Care and Performance presented the current Corporate Risk Register and Progress against Action Plans as at 31 December 2009 for members' information. It was noted that the Risk Register is reviewed on a monthly basis by SMT.

Members noted the position.

10. **Draft Issues Comments Log on Consultation Document on BSO Realignment and Location of Legacy Board Functions in Response to the RPA Savings Targets**

Anne Currie joined the meeting for consideration of this item.

Members considered Paper BSO 9/2010 which highlighted the responses from respondents to the Consultative Document on realignment and location of legacy board functions in response to the RPA savings targets which was issued on 22 October 2009 and closed on 13 January 2010. It was noted that a total of 62 responses were received. Members' attention was drawn to Annex B which summarised the issues/comments raised by the respondents. A detailed analysis will now be undertaken on the comments and a report on the consultation process with recommendations on the realignment of legacy board functions to BSO will be presented to the February Board meeting.

Members noted the position.

11. **Governance and Audit Committee**

(i) *Minutes of Meeting held on 6 October 2009*

Members noted the minutes of the Governance and Audit Committee meeting held on 6 October 2009. Mr McMurray advised that a further meeting of the GAC had taken place on 19 January 2010 and briefed members on the issues discussed.

12. **Any Other Business**

(i) *Legal Case*

The Chief Legal Adviser reported on a judgement (Magill case) which was awarded in the BSO's favour.

13. **Date of Next Meeting**

The next meeting of the BSO Board will take place at 2.00 pm on Thursday 25 February 2010. It was agreed that the venue for the meeting would be the Boardroom in the Southern HSC Trust HQ, Craigavon.

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