

NHS Business Services Authority Summary of Minutes of the NHSBSA Board Meeting held at 09.45am on 7 July 2016.

Present:

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| Silla Maizey | Chair |
| Nick Scholte | Chief Executive |
| Mark Ellerby | Non-Executive Director |
| Andrew Flanagan | Non-Executive Director |
| Malcolm Green | Non-Executive Director |
| Alistair McDonald | Director of Service Delivery |
| Patrick McGahon | Director of Finance and Corporate Services |
| Steven Pink | Director of Change and Commercial Delivery |

In Attendance:

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| Mark Dibble | Corporate Secretary |
| Michael Richardson | Department of Health (DH) |
| Nigel Zaman | Department of Health (DH) |
| David Jukes | Head of Risk and Assurance (Item 10 only) |

Apologies:

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| Debra Bailey | Non-Executive Director |
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1. Chief Executive's Report

The report and discussion included:

- Confirmation that a new Head of IT had been appointed and would join the NHSBSA in October 2016; and
- Confirmation that NHS England had approved the business case to extend Dental Eligibility Checking.

Outcome: The Board **NOTED** the Chief Executive's report.

2. Strategy Development

Mr Scholte introduced the presentation, which included:

- The context in which the strategy is being considered,
- Proposals for a new purpose and vision,

- Consideration of the need to promote the NHSBSA's full service portfolio to both clients and consumers,
- Proposed amendments to the strategic goals; and
- Potential areas of growth.

Outcome: The Board **NOTED** the presentation.

3. Service Delivery Report

Mr McDonald introduced the report, which included:

- Consideration of service delivery against key performance indicators, any areas highlighted to be underperforming and the reasons behind this,
- An update on utilisation of the Electronic Prescription Service which had seen a steady increase; and
- Consideration of the latest customer satisfaction results for active members of the NHS Pension Scheme.

Outcome: The Board **NOTED** the report.

4. Change and Commercial Delivery

Mr Pink introduced the report and commented on the overall good progress in recent weeks.

He described the current levels of performance by NHS Supply Chain and progress towards the longer term savings target.

The Board also discussed progress with the various digitisation projects and the implementation of ITIS. Mr Pink confirmed that the Department of Health (DH) had supported the extension to the NHSBSA's existing IT contract.

Outcome: The Board **NOTED** the report.

5. NHS Supply Chain Future Operating Model

Mr Pink introduced a summary of the business case for the NHS Supply Chain Future Operating Model (FOM), which was awaiting approval from ministers. He clarified the NHSBSA's role in developing the FOM which currently focussed only on establishing the Intelligent Client Co-ordinator (ICC).

The Board discussed the business model in more detail, timescales, the role of the ICC and any impact upon business as usual.

Outcome: The Board **NOTED** the report.

6. Finance and Corporate Services Report

Mr McGahon introduced the report, which included:

- The anticipated clarity regarding funding for external developments,
- An overview of the transition cost fund, which had been established for all DH Arm's Length Bodies.

Outcome: The Board **NOTED** the report.

7. Pensions Accounts

The Board considered the feedback from the Audit Committee and formally **ADOPTED** the NHS Pension Report and Accounts.

8. Board Approval: Facilities Management Procurement

Mr McGahon introduced the report which focussed on the provision of hard and soft facilities management for all NHSBSA properties with the exception of Hesketh House in Fleetwood.

He explained that the existing arrangements would expire on 31 March 2017 and the total cost of the new contract over its full term was expected to cost in excess of £1million and therefore Board approval was required.

However due to the timings of Board meetings, and the need to ensure a suitable transition period, Mr McGahon asked the Board to delegate authority to the Chief Executive to approve the award of two contracts.

Outcome: The Board **APPROVED** delegated authority as requested.

9. Governance Report

Mr Dibble introduced the governance report. He explained that the risk profile had not altered since the last Board meeting and this would be reviewed by the Leadership Team in August.

Outcome: The Board **NOTED** the report.

10. Any Other Business

The Board also **NOTED** the following:

- The Corporate Responsibility Annual Report 2015/16,
- An update from the Audit Committee,
- An update from the Remuneration Committee; and
- A progress update for the DH's DH2020 programme.

11. Date and Venue of the Next Meeting

The next meeting would be held on **15 September 2016**, at Stella House, Newburn.