

## NHS Business Services Authority Summary of Minutes of the NHSBSA Board Meeting held at 9.00am on 2 July 2015.

### Present:

Silla Maizey	Chair
Nick Scholte	Chief Executive
Andrew Flanagan	Non-Executive Director
Malcolm Green	Non-Executive Director
David Hulf	Non-Executive Director
Patrick McGahon	Director of Finance and Corporate Services
Steven Pink	Director of Change and Commercial Delivery

### In Attendance:

Mark Dibble	Corporate Secretary
Michael Richardson	Department of Health
Darren Curry	Transformation Programme Lead – Digitisation and Sourcing (Item 3 only)
Carl Spencer	Head of Change (Item 3 only)
David Jukes	Head of Risk and Assurance (Item 6 only)

### 1. Chief Executive's Report

The report informed the Board that the contract extension until 2017 with Equiniti Paymaster had been agreed and signed.

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

### 2. Service Delivery Report

Mr Dibble in the absence of Mr McDonald introduced the report. The report and discussion included:

- Consideration of service delivery against key performance indicators,
- An overview of the customer satisfaction work undertaken with customers of the prescription prepayment certificate; and
- Progress for implementation of the 2015 Pension Scheme.

**Outcome:** The Board **NOTED** the Service Delivery Report.

### 3. Change Report

Mr Pink introduced the report. The report and discussion included:

- Progress on the 102 projects currently underway across the NHSBSA,
- Consideration of the availability of appropriate skills, funding and other resources to support project delivery,
- An update on progress with Pensions re-procurement,
- An update on the digitisation and sourcing programme; and
- An overview of the ITIS programme.

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

### 4. Finance and Corporate Services Report

Mr McGahon introduced the report. He provided the Board with an update on the NHSBSA's financial position and also confirmed that the Delegated Expenditure Limit (DEL) of £101.5m had been agreed with the DH,

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

### 5. NHS Pension Scheme Annual Accounts 2014/15

The Board considered the NHS Pension Scheme Annual Accounts for 2014/15 and the recommendation from the Audit Committee.

**Outcome:** The Board **ADOPTED** the Accounts.

### 6. Other Issues Discussed

The Board also **NOTED** the following:

- Progress with discussions regarding the contract extension for NHS Supply Chain services with DHL and the DH and agreed to hold a special meeting in August to focus on this matter,
- An update from the Audit Committee; and
- The Safety, Health and Environment Annual Report.

### 7. Date and Venue of the Next Meeting

The next meeting would be held via telephone on **17 August 2015**.