

NHS Business Services Authority Summary of Minutes of the NHSBSA Board Meeting held at 9.00am on 11 June 2015.

Present:

Silla Maizey	Chair
Nick Scholte	Chief Executive
Mark Ellerby	Non-Executive Director
Andrew Flanagan	Non-Executive Director
Malcolm Green	Non-Executive Director
David Hulf	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:

Mark Dibble	Corporate Secretary
Michael Richardson	Department of Health
Helen Wood	HR Business Manager (Item 3 only)
Susie Hall	Business Manager (Item 3 only)
Darren Curry	Transformation Programme Lead – Digitisation and Sourcing (Item 5 only)
Mike Turner	Head of Commercial Strategy (Item 5 only)
Carl Spencer	Head of Change (Item 5 only)
Wayne Windmill	Head of Learning and OD (Item 9 only)

1. Chief Executive's Report

The report and discussion included:

- An overview of ministerial changes in the Department of Health (DH) following the election,
- Progress to develop and implement the Compass system within Dental Services,
- Ongoing discussions with NHS England relating to the procurement shared service,
- An overview of the review of PECS being carried out by the Parliamentary and Health Service Ombudsman,
- A serious untoward incident which had been reported to the Information Commissioner's Office and the DH, including the action being taken; and

- Confirmation that the NHSBSA's Strategy and Business Plan had been launched within the organisation and on the website.

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

2. Strategic Goals – Progress and Future Measurement

Mr McGahon provided an overview of progress against the original seven strategic goals together with a RAG status of future expectations.

The Board discussed the developments in each area and the proposed estimates of future progress. Mr McGahon then highlighted updated processes and details to measure progress against the revised six strategic goals. The revised measures were discussed and supported.

Outcome: The Board **NOTED** the report and **SUPPORTED** the updated measures for the year ahead.

3. Service Delivery Report

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

- Consideration of service delivery against key performance indicators (KPI), one KPI had missed its target though it was expected to return to normal levels of performance in the next month,
- Progress for implementation of the 2015 Pension Scheme,
- An update on the Electronic Prescription Service; and
- An overview of the latest position of the HR and Organisational Development Shared Service.

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

4. NHS Supply Chain – Future Options

Mr Pink introduced the latest update. The Board discussed key issues relating to any potential contract extension including pricing mechanisms, pension transfers and other potential risks.

Outcome: The Board **NOTED** the update and **AGREED** to an additional meeting as required.

5. Change Report

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

- An overview of the prioritisation process to accept projects onto the change roadmap and remove them when resource was no longer required,
- Ongoing development of the programme business case for digitisation and sourcing,
- Progress made within the Pacific Programme; and
- An update on progress with Pensions re-procurement.

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

The final aspect of the change report requested approval from the Board to extend the existing service contract with Equiniti Paymaster, with the exception of facilities and estates management, for a further 12 months.

Outcome: The Board **APPROVED** the contract extension.

6. Annual Report and Accounts 2014-15

Mr Dibble introduced Annual Report and Accounts and outlined a number of small amendments made to the report following earlier feedback.

Outcome: The Board **ADOPTED** the Annual Report and Accounts subject to minor amendments agreed and following a recommendation from the Chair of the Audit Committee.

7. Governance Report

Mr Dibble introduced the report which covered health and safety, the latest risk register and environmental issues.

The Board also discussed the responsibilities of directors in relation to health and safety.

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

8. Register of Interests

The Board **NOTED** their registered interests as follows:

Ms Silla Maizey

- Director and Company Secretary Saffron Solutions Ltd
- Non-Executive Director, John Menzies plc

Mr David Hulf

- Non-Executive Director & Chair of Audit Committee, National Savings and Investments

Mr Malcolm Green

- Non-Executive Director of Thrive Homes

Mr Andrew Flanagan

- Commissioner for the Civil Service Commission
- Member of Advisory Board at NHS NELCSU
- Non-Executive Director at CIPFA Business Services Ltd
- Non-Executive Director for the Criminal Injuries Compensation Authority

Mr Mark Ellerby

- Independent industry advisor to Advent International on healthcare provision opportunities and investments
- Non-Executive Director, Leeds Teaching Hospitals NHS Trust

Mr Nick Scholte

- Nothing Declared

Mr Patrick McGahon

- Nothing Declared

Mr Steven Pink

- Nothing Declared

Mr Alistair McDonald

- Nothing Declared

9. Other Issues Discussed

The Board also **NOTED** the following:

- The Learning and Organisational Development Strategy,
- An update on the NHSBSA's financial position,
- The Audit and Risk Management Committee Annual Report 2014-15,
- An update from the Audit Committee; and
- An update from the Remuneration Committee.

10. Date and Venue of the Next Meeting

The next meeting would be held on **2 July 2015**, at Stella House in Newburn.