

NHS Business Services Authority Summary of Minutes of the NHSBSA Board Meeting held at 09.00am on 9 June 2016.

Present:

Silla Maizey	Chair
Nick Scholte	Chief Executive
Mark Ellerby	Non-Executive Director
Andrew Flanagan	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 (DH)
Nigel Zaman	Department of Health (DH)
Tom Clifton	KPMG (Item 2 only)
Stephen Murphy	KPMG (Item 2 only)
Darren Curry	Transformation Lead (Item 7 only)
Robin Burn	ITIS Programme Lead (Item 7 only)
Dave Robinson	Head of Property and Facilities Management (Item 9 only)

Apologies:

Malcolm Green	Non-Executive Director
Debra Bailey	Non-Executive Director

1. Chief Executive's Report

The report and discussion included:

- An update on NHS Protect, including the new memorandum of understanding,
- An overview of changes with NHS Digital and the potential impact for the NHSBSA; and
- The ongoing work to develop the NHS Supply Chain Future Operating Model.

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

2. Report on Quad Commissioned Work

KPMG introduced the draft report and highlighted the key findings. They confirmed that it had been discussed with appropriate representatives from the DH.

The Board discussed the report and welcomed the conclusions. The Board thanked KPMG for their work and noted that the final report would be issued shortly.

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

3. Department of Health – Shared Delivery Plan and DH 2020

Mr Zaman introduced the DHs Shared Delivery Plan (SDP) which had been developed with ALBs. It provided a DH and ALB-wide plan for the future direction for public health, the NHS and social care over a five year period. The NHSBSA's contributions identified in the plan were already included in the NHSBSA's work programme.

Mr Richardson introduced and provided an overview of DH 2020 which set out plans to re-define the role and purpose of DH.

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

4. Progress against Strategic Goals 2015/16 and Measuring Progress in 2016/17

Mr McGahon introduced the report, which included:

- Progress towards the strategic goals for 2015/16; and
- An overview of the planned measurements for 2016/17 onwards.

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

5. 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 steps taken to resolve these,
- An update on utilisation of the Electronic Prescription Service; and
- Consideration of the latest customer satisfaction results.

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

6. Change and Commercial Delivery

Mr Pink introduced the report and confirmed that the full range of savings identified by Pacific but delivered elsewhere across the NHS system were now included in the report.

Mr Pink confirmed NHS Supply Chain remained on target to deliver their savings target.

The digitisation and ITIS programmes of work were progressing following the identification of funding.

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

7. Spotlight on IT Infrastructure and Sourcing and Digitisation

Mr Curry highlighted the current activity within the digital teams and the expected savings across the NHSBSA when delivered.

Mr Burn introduced the ITIS report, which included:

- An update on the business case which was slightly amended and had been reviewed by the Board and also with DH and Government Digital Service (GDS); and
- Confirmation that ITIS funding had been found from the NHSBSA's contingency funds.

Outcome: The Board **NOTED** the report and **APPROVED** the revisions to the business case.

8. Finance and Corporate Services Report

Mr McGahon introduced the report, which included:

- An update on the revenue and capital funding for 2016/17 which had been agreed verbally with DH; and

- An update on HR Shared Services which were progressing well and clients were satisfied with service levels.

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

9. Property Strategy

Mr McGahon introduced the report by providing national context and describing the planned centralisation of all Government owned property.

Mr Robinson outlined the NHSBSA's current property performance and highlighted plans for the future which, overall, did not anticipate any major changes to the estate over the next 3-5 years.

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

10. Annual Report and Accounts 2015/16

Mr Scholte presented the annual report and accounts to the Board for 2015/16.

Outcome: The Board **ADOPTED** the Annual Report and Accounts.

11. Governance Report

Mr Dibble introduced the latest governance report, and highlighted the updated risks following the most recent quarterly review of the Corporate Risk Register by the Leadership Team.

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

12. 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
- Non-Executive Director, Crown Commercial Service (CCS)

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
- Chairman of the Scottish Police Authority

Mr Mark Ellerby

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

Mr Nick Scholte

- Nothing Declared

Mr Patrick McGahon

- Nothing Declared

Mr Steven Pink

- Nothing Declared

Mr Alistair McDonald

- Nothing Declared

13. Any Other Business

The Board also **NOTED** the following:

- An update from the Audit Committee; and
- The Audit Committee Annual Report 2015/16.

14. Date and Venue of the Next Meeting

The next meeting would be held on **7 June 2016**, at Stella House, Newburn.