**NHS Business Services Authority**

**Summary of Minutes of the NHSBSA Board Meeting**

**held at 10.00am on 8 June 2017**

**Present:**

Silla Maizey Chair

Alistair McDonald Chief Executive

Debra Bailey Non-Executive Director

Andrew Flanagan Non-Executive Director

Tim Nolan Non-Executive Director

Patrick McGahon Director of Finance and Corporate Services

Steven Pink Director of Change & Commercial Delivery

**In Attendance:**

Mark Dibble Corporate Secretary

Nigel Zaman Department of Health

Anna Butterfield Head of Organisation Development (item 8 only)

**Apologies:**

Mark Ellerby Non-Executive Director

Ben Masterson DH

1. **Chief Executive’s Report**

Mr McDonald introduced the report, which included:

* Update on initial activity as Chief Executive, including reshaping business management to ensure achievement of strategic goals;
* NHS-wide cyber security incident of May 2017, and the power outage at Capita’s datacentre, the impact on staff and customers, and the organisation’s response;
* Progress in the DH Procurement Transformation Programme (PTP) to design and create the organisational form to support the future NHS Supply Chain vehicle; and
* Net Promoter Scores across the services.

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

1. **Progress against the strategic goals**

Mr McGahon gave an update on progress against the NHSBSA strategic goals.

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

1. **Service Delivery Report**

Mr McDonald introduced the report, which included:

* Performance against Pensions service KPI’s;
* Ongoing progress in uptake of the Electronic Prescriptions Service (EPS), and
* Net Promoter Score (NPS) for the HR Shared Service.

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

1. **Change and Commercial Delivery Report**

Mr Pink introduced the report, which included:

* An update on progress for the Pacific Programme;
* Progress of NHS Supply Chain deliver planned savings;
* Progress of the ITIS Programme, and business case approvals; and
* Development of the Intelligent Client Co-ordinator (ICC) as part of the NHS Supply Chain future operating model, and planned approval process for future category towers.

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

1. **Finance and Corporate Services Report**

Mr McGahon introduced the report, which included:

* An update on awaiting final confirmation of the NHSBSA’s financial allocations for 2017/18; and

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

1. **Annual Report of the Audit and Risk Management Committee**

Mr Flanagan presented the report.

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

1. **NHSBSA Annual Report AND Accounts**

Mr McDonald presented the draft NHSBS Annual Report and Accounts.

**Outcomes:** With the recommendation from the Audit and Risk Management Committee, the Board **APPROVED** and **ADOPTED** the NHSBSA’s Annual Report and Accounts for 2016-17.

1. **Organisation Development Update/ Staff Survey 2016/17**

Anna Butterfield presented the report, including an update on the OD Action Plan.

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

1. **Governance Report**

Mr Dibble introduced the governance report, providing an update on performance across safety, health & environmental, information governance and corporate risks.

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

1. **Board Approval: New Business Award**

The Board were asked to consider the following:

* **Building and Construction Works**

**Outcome:** Following discussion, the Board **APPROVED** entering into a contract awarded under the Department of Health’s ProCure22 framework for a period of 4 years with an anticipated value over the term of the contract of up to £11.3million.

* **Print and Distribution of Drug Tariff**

**Outcome:** Following discussion, the Board **APPROVED** entering into a contract with APS Limited for 4 years with an annual value of £260,000 to print and distribute the national drug tariff.

* **Contingent Labour – Professional Interims Contract Extension**

**Outcome:** Following discussion, the Board **APPROVED** an extension of the existing contract for professional interims with Capita Business Services Ltd for an additional 12 months commencing on 19 June 2017 with a spend of up to £3.6million. The Board asked for an update on spend after six months.

* **Contingent Labour – Admin and Clerical Contract Extension**

**Outcome:** Following discussion, the Board **APPROVED** an extension of the existing contract for administration and clerical interims with Brook Street (UK) Ltd for an additional 12 months commencing on 19 June 2017 with a spend of up to £1.9million. The Board asked for an update on spend after six months.

1. **Any Other Business**

The Board received and **NOTED** an update from the Audit Committees held on 4 May and 2 June 2017.

The Board **NOTED** confirmed minutes from the Audit Committee held on 2 March 2017.

The Board received and **NOTED** an update from the Remuneration and Nominations Committee held on 23 May 2017.

The Board received and **NOTED** the Board Members’’ Register of Interests.

1. **Date and Venue of the next Meeting**

The next meeting was planned for 5th July 2017.