

NHS Business Services Authority

Summary of Minutes of the NHSBSA Board Meeting held at 08.30am on 1st February 2018 at Hilton Hotel, Gatwick Airport.

Present:

Silla Maizey	Chair
Alistair McDonald	Chief Executive
Debra Bailey	Non-Executive Director
Mark Ellerby	Non-Executive Director
Andrew Flanagan	Non-Executive Director
Tim Nolan	Non-Executive Director
Karen Seth	Non-Executive Director
Mark Dibble	Executive Director of Corporate Services
Patrick McGahon	Executive Director of Finance and Commercial

In Attendance:

Nigel Zaman	Department of Health and Social Care (DHSC)
David Jukes	Head of Governance and Secretary to the Board
Brendan Brown	Director of Citizen Services
Gordon Coyne	Director of NHS Workforce
Darren Curry	Chief Digital Officer
Martin Kelsall	Director of Primary Care Services
Nina Monckton	Chief Insight Officer
Nick O'Reilly	Chief Technology Officer
Steve Powell	DHSC Procurement Transformation Programme (PTP) (Item 3A and 3B only)
Andy Bishop	DHSC Procurement Transformation Programme (PTP) (Item 3A and 3B only)

1. Chief Executive's Report

Mr McDonald presented the Chief Executive's Report highlighting the key points:

- Changes to the DHSC Ministerial Team;
- DHSC PTP Board Meeting;
- Change in accountability for NHS Supply Chain from 1 April 2018;
- Overview of any impact to NHSBSA regarding Carillion Plc.;
- NHSBSA position in Stonewall Workplace Equality Index;
- Overseas Healthcare Board meeting;
- NHSBSA winning the Employee Engagement Award – Employee Wellbeing Award;

- NHS Digital meeting.

The Board congratulated and thanked all the colleagues involved in the Stonewall Workplace Equality Index and Employee Engagement Award.

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

2. Business Performance Report

The Board reviewed the Business Performance Report, which included:

- Operational KPIs;
- Electronic Prescription Service (EPS) growth;
- Pacific Team progress;
- ITIS programme;
- Media reports on EHIC Cards;
- GDPR programme;
- HR and Organisation Development team ongoing work.

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

3. Boards Approvals

a) PTP – Contract award for the Future Operating Model – Supporting Technologies and Infrastructure Services

Outcome: The Board **APPROVED** the award of a contract to DXC, within the context of assurance provided by Jin Sahota Commercial Director Supply Chain and Senior Responsible Officer (SRO) of the PTP in his letter dated 8 November 2017.

b) PTP – Contract award for the Future Operating Model – Transactional Services*

Outcome: The Board **APPROVED** the award of a contract to NHS Shared Business Services (SBS), within the context of assurance provided by Jin Sahota of the PTP in his letter dated 8 November 2017.

*NOTE Post-Board: DHSC has decided to perform the Transactional Services in-house as a single financial management structure, delivered centrally.

c) Award of a Contract for Debt Recovery services

Outcome: In accordance with the NHSBSA's SFI's, the Board **APPROVED** the award of a contract to Integrated Debt Services Limited (Indesser) and granted the Chief Executive delegated authority to execute that contract.

d) Contract for the provision of furniture

In accordance with the NHSBSA's SFI's, the Board was asked to consider and approve spend in excess of £1m under the NHSBSA's existing furniture framework contract with Flexiform Business Furniture Limited until it expires on 31 August 2019.

Outcome: The Board **APPROVED** the spend in excess of £1m and the continued use of the contract with Flexiform Limited until it expires on 31 August 2019.

4. Financial Report

Mr McGahon gave an overview of the financial position, including revenue DEL, Capital, the £1 billion savings target and the 50% unit cost reduction target.

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

5. Strategy and Business Planning Update

Mr McDonald gave an overview of progress to date.

The Leadership Team members presented the various elements of the Strategy, focussing on the values, the goals and the measurement of the goals.

The Board discussed the next steps. Mr McDonald outlined the timeline for development, with the final versions coming to the Board meeting in March 2018.

The Board thanked the Leadership Team for the work completed to date.

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

6. Any Other Business

The Board also received and **NOTED** Confirmed minutes from the Remuneration and Nominations Committee held on 12th October 2017.

7. Date and Venue of the next Meeting

The next Board meeting was planned for 15th March 2018, at Stella House, Newcastle upon Tyne.