

NHS Business Services Authority

Summary of Minutes of the NHSBSA Board Meeting held at 08.30am on 19 April 2018 at Stella House, Newburn Riverside, Newcastle Upon Tyne.

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 (from item 2)
Andrew McKinlay	Executive Director of Finance and Commercial (from item 2)
Allison Newell	Executive Director of Strategy, Business Development and Growth (from item 2)

In Attendance:

Nigel Zaman	Department of Health and Social Care (DHSC)
David Jukes	Head of Governance and Secretary to the Board
Jane Miller	Equality and Diversity Manager (item 6 only)
Sarah Jones	Head of Commercial Services (items 7a, 7b and 7f only)
Nick O'Reilly	Chief Technology Officer (item 7a and 7b only)

1. Executive Appointments to the Board

The Board **APPROVED** the resignation of Patrick McGahon, Director of Finance and Commercial, and as officer member of the NHSBSA Board.

The Board **APPROVED** and agreed to **APPOINT** the new officer members of the Board – Andy McKinlay, Executive Director of Finance and Commercial and Allison Newell, Executive Director of Strategy, Business Development and Growth.

2. Chief Executive's Report

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

- Overview from NHS Digital Quarterly Partnership meeting;
- Supply Chain Co-Ordination Ltd (SCCL) transfer arrangements;
- NHSBSA Data Analytics Learning Laboratory (DALL) had been accepted in the Digital Public Services Innovation of the Year category of the Digital Leaders 100 2018 list;
- NHSBSA had been nominated for the Paperless Awards in the category of Efficiency Savings Project of the Year for the Dental Services Submission.

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

3. Business Performance Report

The Board reviewed the Business Performance Report, which included:

- Scanning Services;
- Pharmacy Early Payment Scheme (PEPS);
- Healthy Start Scheme;
- Overseas Healthcare Services (OHS);
- NHSBSA Strategy presentation to ESR Team.

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

4. Financial Report

Mr McKinlay presented the Finance Report and gave an overview of the financial position, including revenue DEL, capital programme, and delivery against the £1bn savings target.

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

5. NHS Supply Chain – End of Service Report

Mr McDonald presented the end of service report on NHS Supply Chain.

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

6. Diversity and Inclusion Annual Report 2017 / Gender Pay Gap Report

Ms Miller introduced the report, highlighting the legal requirements of the Public Sector Equality Duty (2011), key achievements of 2017; and workforce, recruitment and employee relation statistics.

Mr Dibble introduced the NHSBSA Gender Pay Gap Report 2016/17.

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

7. Boards Approvals

a) IT Infrastructure and Sourcing (ITIS) Full Business Case (FBC)

Outcome: The Board **APPROVED** the ITIS FBC.

b) Managed Infrastructure Services (MIS)

Outcome: The Board **APPROVED** the award of a contract with a value in excess of £1m to Agilisys Limited, and delegated authority to the Chief Executive to execute the contract, subject to external approvals.

c) Transformation Partner 2

Outcome: The Board **APPROVED** delegated authority to the Chief Executive to approve the award and enter into a contract with a value in excess of £1m, and for Chief Executive to execute the Transformation Partner contract on behalf of the NHSBSA.

d) Pay the BSA by Card: Merchant Acquirer Services

Outcome: The Board **APPROVED** delegated authority to the Chief Executive to approve the award and enter into a contract with a value in excess of £1m, and for Chief Executive to execute the contract on behalf of the NHSBSA, following completion of the procurement process.

e) Newburn Property Lease

Outcome: The Board **APPROVED** delegated authority to the Chief Executive to enter into a lease in excess of £1m, and to sign the lease on behalf of the NHSBSA.

f) Healthy Start Woman's Vitamins

Outcome: The Board **APPROVED** the award of a contract with a value in excess of £1m to Brunel Healthcare Manufacturing Limited, and delegated authority to the Chief Executive to execute the contract.

8. Any Other Business

Mr Nolan informed the Board of his appointment as Interim Non-executive Director for SCCL from 3 April 2018. This would be added to the Board Register of Interests.

The Board reviewed and discussed the Board Effectiveness Review results, and highlighted areas for consideration.

The Board received and **NOTED** an update from the Audit and Risk Management Committee held on 4 April 2018. The Board **NOTED** confirmed

minutes from the Audit and Risk Management Committee meetings held on 20 November 2017.

The Board **NOTED** confirmed minutes from the Remuneration and Nominations Committee held on 7 December 2017.

The Board wished to thank all colleagues attending the Committee. The Board thanked Ms Miller for her work, and also thanked all colleagues involved in the Diversity and Inclusion Staff Network.

The Board also thanked members of the ITIS team for their hard work and congratulated them on the progress made over recent months.

8. Date and Venue of the next Meeting

The next Board meeting was planned for 7 June 2018, at Stella House, Newcastle upon Tyne.