

NHS Business Services Authority

Summary of Minutes of the NHSBSA Board Meeting held at 09.00am on 7 June 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
Andrew McKinlay	Executive Director of Finance and Commercial Services
Allison Newell	Executive Director of Strategy, Business Development and Growth

In Attendance:

Ben Masterson	Department of Health and Social Care (DHSC)
David Jukes	Head of Governance and Secretary to the Board
Brendan Brown	Director of Citizen Services (items 2, 3 and 4 only)
Gordon Coyne	Director of NHS Workforce Services (items 2, 3 and 4 only)
Darren Curry	Chief Digital Officer (items 2, 3 and 4 only)
Nina Monckton	Chief Insight Officer (items 2, 3 and 4 only)
Nick O'Reilly	Chief Technology Officer (items 2, 3 and 4 only)

Apologies:

Nigel Zaman	Department of Health and Social Care (DHSC)
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1. Chief Executive's Report

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

- Update on NHS England and NHS Improvement alignment;
- Ongoing partnership work between the NHSBSA and NHS Digital;

- Overview of ministerial meeting with Stephen Barclay, Minister of State (Health) on 22 May 2018, attended by Mr McDonald, Ms Maizey and Mr Zaman;
- Upcoming NHSBSA Strategy session to be attended by the Leadership Team in September 2018, and the Board Strategy session to follow in October 2018.

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

2. **Balanced Business Scorecard and Business Performance Report**

The Board reviewed the Balanced Business Scorecard and Business Performance Report. The Board provided feedback on the style and content of the new reports.

The Board thanked all colleagues involved in the development work, and looked forward to seeing the next versions.

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

3. **Finance Report**

Mr McKinlay presented the Finance Report giving an overview of the financial position including revenue DEL and capital programme.

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

4. **Board Approvals**

a) **Cloud Storage Contract**

Outcome: The Board **APPROVED** the execution of a variation to the existing contract with Arcus Global Ltd to commission further services under an existing sub-£1m contract that will entail additional expenditure of £245,000, causing the contract in its entirety to exceed £1m for which board approval is required, and granted delegated authority to the Chief Executive to execute the contract variation on behalf of the NHSBSA.

b) **Contingent Labour Contract – Professional Interims and Administrative/ Clerical Temporary Staff**

Outcome: The Board **APPROVED** the award of a contract with a value in excess of £1m to Alex Mann Solution Ltd, and delegated authority to the Chief Executive to execute the call-off contract on behalf of the NHSBSA.

c) **NHS Jobs 3 Transformation Programme Contract**

Outcome: The Board **APPROVED** the award of the statement of work for the alpha stage of the programme to the current supplier, Difrent Ltd, and in doing so provided approval for spend in excess of £1m, and granted delegated

authority to the Chief Executive to execute the statement of work on behalf of the NHSBSA.

5. NHSBSA Annual Report and Accounts 2017/18

Outcomes: The Board discussed the draft report and accounts and, with the recommendation from the Audit and Risk Management Committee, **APPROVED** and **ADOPTED** the NHSBSA Annual Report and Accounts 2017/18.

6. Annual Report of the Audit and Risk Management Committee 2017/18

Mr Flanagan presented the report.

Outcome: The Board **RECEIVED** and **ADOPTED** the report.

7. Any Other Business

The Board received and **NOTED** an update from the Audit and Risk Management Committees held on 3 May and 1 June 2018, **ACKNOWLEDGED** receipt of the Annual Management Letter from the external auditor, and **ACKNOWLEDGED** receipt of the Head of Internal Audit Annual Report and Opinion.

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

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

The Board wished to thank all colleagues attending the meeting. The Board thanked all colleagues involved in the production of the Balanced Business Scorecard and Business Performance Report, and colleagues involved in the production of the Annual Report and Accounts 2017/18.

8. Date and Venue of the next Meeting

The next Board meeting was planned for 5 July 2018 via telephone.