

NHS Business Services Authority

Summary of Minutes of the NHSBSA Board Meeting held at 11.00am on 10 October 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:

Joanne Hindmarsh	Department of Health and Social Care (DHSC)
Nigel Zaman	Department of Health and Social Care (DHSC)
David Jukes	Head of Governance and Secretary to the Board

1. Chief Executive's Report

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

- Update on NHS Long Term Plan, and links made with key working groups;
- Attendance by Mr McDonald at the ALB CEO Roundtable event with Secretary of State for Health and Social Care (SoS) Matt Hancock on 14 September 2018;
- ITIS Programme update;
- Physical security management update;
- Two NHSBSA projects being named as winners at the Cloud Excellence Awards for "Best Cloud Analytics Project" and "Best Cloud Project". The Board wished to thank and congratulate all colleagues involved in the achievement;
- Review of business performance using the NHSBSA Balanced Business Scorecard (BBS) – The Board noted progress with the Pensions Service

Recovery Plan, and Mr McDonald updated the Board on the actions outlined in the Pensions Deep Dive report presented at the previous Board meeting. The Board also noted the further increase in 'Ongoing Review of Objectives' (ORO) completion rates during August.

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

2. Finance and Commercial Report

Mr McKinlay presented the Finance and Commercial Report giving an overview of the financial position including details on the revenue and capital budget position.

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

3. Board Approvals

a) Award of a contract for a Work Management Solution

Outcome: The Board **APPROVED** the authorisation of a commitment to enter into a contract with a value in excess of £1m with Verint Systems Ltd, and granted delegated authority to the Chief Executive to execute the contract on behalf of the NHSBSA.

b) Award of a contract for NHS Forms, Print, Exemptions, Cards & EHIC

Outcome: The Board **APPROVED:**

- the award of a framework agreement for the NHS Forms, Print, Exemptions, Cards & EHIC contract, to Xerox UK Ltd,
- the award of a call off agreement for the NHSBSA under the above framework agreement, which will have a value in excess of £1m, and
- to grant delegated authority to the Chief Executive Officer to execute the framework agreement and NHSBSA call off contract on behalf of the NHSBSA.

c) Electronic Staff Record (ESR) Contract Extension

Outcome: The Board **APPROVED** the exercise of the two year extension under the ESR Agreement with IBM UK Ltd and, following approval by DHSC and Cabinet Office, granted delegated authority to the Chief Executive Officer to execute the extension agreement with IBM UK Limited.

4. Any Other Business

The Board received and **NOTED** an updated from the Remuneration and Nominations Committee held on 10 October 2018.

5. Date and Venue of the next Meeting

The next Board meeting was planned for 6 December 2018 in Stella House, Newcastle upon Tyne.