

NHS Business Services Authority**Summary of Minutes of the NHSBSA Board Meeting
held at 3.00pm on 11 July 2019 at Stella House, Newburn
Riverside, Newcastle Upon Tyne.****Present:**

Silla Maizey	Chair
Andrew Flanagan	Non-Executive Director (via telephone)
Tim Nolan	Non-Executive Director (via telephone)
Karen Seth	Non-Executive Director
Mark Dibble	Executive Director of Corporate Services
Andrew McKinlay	Executive Director of Finance and Commercial Services

In Attendance:

Nigel Zaman	Department of Health and Social Care (DHSC) (via telephone)
David Jukes	Head of Governance and Secretary to the Board
Nick O'Reilly	Chief Technology Officer (ITIS Update item only, via telephone)

Apologies:

Debra Bailey	Non-Executive Director
Mark Ellerby	Non-Executive Director
Allison Newell	Executive Director of Strategy, Business Development and Growth

1. Update from Audit and Risk Management Committee held on 10 July 2019

Mr Flanagan gave an update on the work of the Audit and Risk Management Committee (ARC).

NAO had provided an update on the external audit of the NHSBSA core financial statements. Further work required in this area would mean that it would not be possible to finalise the NHSBSA core accounts and lay in parliament prior to summer recess.

The Committee had agreed to recommend the NHS Pension Scheme Accounts 2018/19 to the Board for formal approval and adoption.

The Committee had reviewed and noted the NHS Pension Scheme Accounts Audit Completion Report. Members considered whether the unadjusted misstatements should be corrected and agreed that they should not.

Outcome: The Board **NOTED** the report and **ACKNOWLEDGED** receipt of the NHS Pension Scheme Accounts Annual Management Letter from External Audit.

2. Annual Report of the Audit and Risk Management Committee 2018/19

The Board considered the Annual Report of the ARC. This provided members with a summary of the Committee's activity over the last year and provided assurance that it had complied with its terms of reference.

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

3. NHS Pension Scheme Accounts 2018/19

With the recommendation of the ARC, Mr Flanagan proposed the Board approve and adopt the NHS Pension Accounts 2018/19.

Outcome: The Board **APPROVED** and **ADOPTED** the NHS Pension Scheme Accounts 2018/19.

4. Board Approvals

a) Managed Print Services Contract

Outcome: Mr McKinlay presented the Managed Print Services summary paper. Following discussion, the Board **APPROVED** the award of a 4 year (with two 12 month options) contract to Xerox (UK) Limited (Option 2) to allow a Managed Print Service to be purchased under a call-off contract up to a maximum total contract value of £1.2 million, and delegated authority to the Executive Director of Finance and Commercial Services (NHSBSA Accounting Officer) to execute the contract on behalf of the NHSBSA.

b) Legal Services – Contract and Commercial Law Contract

Mr McKinlay presented the Legal Services – Contract and Commercial Law summary paper. Following discussion, the Board **APPROVED** the award of a 4 year contract to Hill Dickinson LLP to allow legal advice to be procured under a call-off contract up to a maximum total contract value of £1.2 million, and delegated authority to the Executive Director of Finance and Commercial Services (NHSBSA Accounting Officer) to execute the contract on behalf of the NHSBSA.

5. Any Other Business

The Board **NOTED** an update on the IT Infrastructure and Sourcing (ITIS) Programme.

The Board **NOTED** a Progress Update on the NHSBSA Annual Report and Accounts 2018/19.

6. Date and Venue of the next Meeting

The next Board meeting was planned for 12 September 2019 at Stella House.