

NHS Business Services Authority

Summary of Minutes of the NHSBSA Board Meeting held at 9.00am on 12 September 2019 at Stella House, Newburn Riverside, Newcastle Upon Tyne.

Present:

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| Silla Maizey | Chair |
| Michael Brodie | Chief Executive (from Item 2) |
| 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 Services (from Item 2) |
| Allison Newell | Executive Director of Strategy, Performance, Business Development and Growth (via video link – from item 2) |

In Attendance:

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| Nigel Zaman | Department of Health and Social Care (DHSC) |
| David Jukes | Head of Governance and Secretary to the Board |
| Charlotte Batey | Customer Insight and Research Manager (item 4 only) |
| Gordon Coyne | Director of NHS Workforce Services (items 4, 5 & 10 – EU Exit and ITIS - only) |
| Darren Curry | Chief Digital Officer (items 4, 5 & 10 – EU Exit and ITIS - only) |
| Martin Kelsall | Director of Primary Care Services (items 4, 5 & 10 – EU Exit and ITIS - only) |
| Nina Monckton | Chief Insight Officer (via video link - items 4, 5 & 10 – EU Exit and ITIS - only) |
| Joanne Todd | ITIS Programme Director and Head of Technology Governance (item 10 – ITIS - only) |
| Anna Butterfield | Head of Organisation Development (item 6 only) |
| Miranda Sykes | Head of Communications and Marketing (item 6 only) |

1. Chief Executive's Appointment to the Board

The Board **APPROVED** the **APPOINTMENT** of Mr Michael Brodie as Chief Executive Officer-member of the NHSBSA Board.

2. Chief Executive's Report

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

- highlights of his first eight days in post and areas of focus over the next month;
- NHSBSA Strategy and Business Plan Review work;
- Public Accounts Committee (PAC) report on Penalty Charge Notices in Healthcare;
- Overseas Healthcare Services on-boarding, and
- upcoming roundtable event on the National Audit Office's future strategy.

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

3. Health and Social Care System Update

Ms Newell presented the Health and Social Care System Update paper, providing the Board with a summary of recent activity across the health and care system

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

4. Board Performance Report and Board Performance Indicators

The Board reviewed the NHSBSA's performance using the Board Performance Report.

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

5. Finance and Commercial Report

Mr McKinlay presented the Finance and Commercial Report highlighting key points, including the current financial position and ongoing commercial work.

Mr McKinlay provided an update on the external audit of the NHSBSA Accounts 2018/19.

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

6. People Update

Mr Dibble, Ms Butterfield and Ms Sykes presented the update, focusing on leadership and engagement activities undertaken to date, and future plans.

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

7. Safety, Health and Environment (SHE) Update

Mr Dibble and Mr Jukes presented the SHE Annual Report 2018/19, Health and Safety Strategy and Action Plan 2019/20 and Environment and Resource Efficiency Strategy and Action Plan 2019/20.

Outcome: The Board **NOTED** the report and **ENDORSED** the Safety, Health and Environment Annual Report 2018/19, Health and Safety Strategy and Action Plan 2019/20 and Environment and Resource Efficiency Strategy and Action Plan 2019/20.

8. Corporate Governance Framework Review

Mr Dibble presented the Corporate Governance Framework Review.

Outcome: The Board **APPROVED** the Corporate Governance Framework, which included Matters Reserved to the Board (incorporating Standing Orders), Audit and Risk Management Committee Terms of Reference, Remuneration and Nominations Committee Terms of Reference, Standing Financial Instructions (SFIs) and Scheme of Delegation.

9. Board Approvals

a) Interim Pensions IT Infrastructure Services

Mr McKinlay presented the Interim Pensions IT Infrastructure Services summary paper.

Outcome: The Board **APPROVED** the award of a two year extension to the contract for Interim Pensions IT Infrastructure Services with Atos IT Services (UK) Limited with a value in excess of £1m, and **APPROVED** delegated authority to the NHSBSA Chief Executive Officer to execute the contract extension on behalf of the NHSBSA.

b) Customer Relationship Management Implementation and Support Partner

Outcome: The Board **RATIFIED the APPROVAL** of the Customer Relationship Management (CRM) Implementation and Support Partner contract which had been made between Board meetings, on 19 August 2019.

The Board had **APPROVED** the award of a two year (with two twelve month options) contract to Tisski Limited to allow CRM Implementation and Support Services to be purchased under a call-off contract up to a maximum total contract value of £1.5 million ex VAT, and **APPROVED** delegated authority to the NHSBSA Executive Director of Finance and Commercial Services (NHSBSA Accounting Officer at the time) to execute the contract on behalf of the NHSBSA.

10. Any Other Business

The Board received and **NOTED** an EU Exit Update report, and an IT Infrastructure and Sourcing (ITIS) Programme Update report.

The Board **NOTED** confirmed minutes from the Audit and Risk Management Committee meeting held on 29 April 2019.

The Board **NOTED** confirmed minutes from the Remuneration and Nominations Committee meeting held on 17 April 2019.

The Board wished to welcome Mr Brodie as the new NHSBSA Chief Executive, thank all colleagues involved in the delivery of the SHE agenda and recognised the ongoing hard work of all colleagues involved in the ITIS Programme.

11. Date and Venue of the next Meeting

The next Board meeting was planned for 17 October 2019 at Stella House, Newcastle.