**NHS Business Services Authority**

**Summary of Minutes of the NHSBSA Board Meeting**

**held at 2.30pm on 7 July 2022 via video conference**

**Present:**

Sue Douthwaite Chair

Michael Brodie Chief Executive

Debra Bailey Non-Executive Director

Mark Ellerby Non-Executive Director

Kathryn Gillatt Non-Executive Director

Karen Seth Non-Executive Director

Mel Tomlin Non-Executive Director

Mark Dibble Executive Director of People and Corporate Services

Andy McKinlay Executive Director of Finance and Commercial Services

Allison Newell Executive Director of Strategy, Performance, Business Development and Growth (via video conference)

**In Attendance:**

David Grooby Department of Health and Social Care (DHSC)

David Jukes Head of Governance and Corporate Secretary (Secretary to the Board)

Neale Blevins Safety, Health & Environment (SHE) Manager (item 22/114 only)

Tony Burgess Head of Technology Operations (item 22/113 only)

Marc Compton Head of Security & Information Governance (item 22/113 only)

John Douglas NHS Pension Scheme Finance Manager (items 22/107 to 22/112 only)

Jayne Ogle Environment Manager (item 22/114 only)

Ashleigh Peel-Lowes Head of Strategy, Planning & Performance (item 22/115 only)

David Walton Head of Financial Accounting & Reporting (items 22/107 to 22/112 only)

**22/107 Apologies for Absence and Declarations of Interest**

There were no apologies received. There were no declarations of interest declared in relation to Board meeting agenda.

**22/108 Minutes of the Meeting held on 16 June 2022**

The minutes of the previous meeting were **AGREED** as an accurate record.

**22/109 Matters Arising and Outstanding Actions from Previous Meetings**

The Board discussed outstanding actions. All actions were complete or not yet due.

The Board **NOTED** completed actions.

**22/110 Chair's Opening Remarks**

S Douthwaite welcomed D Grooby (DHSC) to the meeting. S Douthwaite highlighted the changes within Government during the week, including the resignation of the Prime Minister, and the appointment of Steve Barclay as Secretary of State for Health & Social Care. The business would continue to monitor any changes in relation to NHSBSA sponsorship and key stakeholders with DHSC colleagues.

S Douthwaite updated the Board that the business continued to progress with its preparations for taking part in the upcoming Public Bodies Review Programme.

The Board **NOTED** the update.

**22/111 Update from the Audit and Risk Management Committee Meeting held on 6 July 2022 – Alert, Advise, Assurance (AAA) Report**

K Gillatt gave an update on the work of the Audit and Risk Management Committee – this was summarised in an Alert / Advise / Assurance Report issued to the Board.

The Board **NOTED** the report and **ACKNOWLEDGED** receipt of the NHS Pension Scheme Accounts Audit Status Report from External Audit.

The Committee received the final Internal Audit Annual Report and Opinion 2021/22. The report concluded that ‘moderate assurance’ could be given to the Accounting Officer that the NHSBSA had had adequate and effective systems of control, governance and risk management in place for 2021/22. The Board **NOTED** the report and **ACKNOWLEDGED** receipt of the Head of Internal Audit Annual Report and Opinion 2021/22.

The Committee received and reviewed the NHSBSA Accounts 2019/20 – Final Management Letter. The Board **NOTED** the report and **ACKNOWLEDGED** receipt of the NHSBSA Accounts 2019/20 Accounts Annual Management Letter from External Audit.

The Board **NOTED** the update – and the alerts, advice and assurance provided.

**22/112 NHS Pension Scheme Accounts 2021/22**

A McKinlay presented the NHS Pension Scheme Accounts 2021/22. With the recommendation of the Audit and Risk Management Committee, K Gillatt proposed the Board approve and adopt the NHS Pension Accounts 2021/22 – subject to the minor updates highlighted.

The Board **APPROVED** and **ADOPTED** the NHS Pension Scheme Accounts 2021/22.

The Board wished to thank all colleagues involved in the production and audit of the accounts.

**John Douglas and David Walton left the meeting.**

**Tony Burgess and Marc Compton joined the meeting.**

**22/113 SIRO Annual Report 2021/22**

M Dibble, T Burgess and M Compton presented the SIRO Annual Report highlighting key points.

The Board **NOTED** the report.

**Tony Burgess and Marc Compton left the meeting.**

**Neale Blevins and Jayne Ogle joined the meeting.**

**22/114 Safety, Health and Environment (SHE) Annual Report 2021/22, Health and Safety Strategy and Action Plan 2022/23, Environment Action Plan 2022/23 and Environment Strategy 2022-25**

M Dibble introduced the agenda item. D Jukes provided an overview of the SHE Team, and the background to the documents.

N Blevins and J Ogle presented the Annual Report, Strategy and Plans highlighting key points.

D Jukes thanked M Ellerby for his continued support as Non-Executive SHE Champion, and his help in reviewing and supporting the production of the documents. M Ellerby highlighted the professionalism and dedication of the SHE Team.

The Board **NOTED** the report and **ENDORSED** the Safety, Health and Environment Annual Report 2021/22, Health and Safety Strategy and Action Plan 2022/23, Environment and Resource Efficiency Strategy and Action Plan 2022/23 and Environment Strategy 2022-25.

The Board wished to thank all colleagues involved in delivery of the SHE agenda.

**N Blevins and J Ogle left the meeting.**

**Ashleigh Peel-Lowes joined the meeting.**

**22/115 End of Year Performance Report 2021/22**

A Newell introduced the report and provided a summary of key points.The Board thanked all colleagues involved in the production of the report.

The Board **NOTED** the report.

**Ashleigh Peel-Lowes left the meeting.**

**22/116 Confirmed minutes from the Audit and Risk Management Committee held on 8 June 2022**

The Board **NOTED** the minutes.

**22/117 Any Other Business**

M Tomlin highlighted that she had started engagement with the LGBTQ+ Lived Experience Group as Non-Executive Champion, and that the group had just celebrated its second anniversary and was making a positive difference for colleagues across the business. M Dibble updated the Board that the agreed Non-Executive Champion details had been passed to all the Groups and they would be in contact to arrange next steps.

**22/118 Communications from the Meeting**

The Board wished to pass on their thanks to all colleagues involved in the preparation and audit of the NHS Pension Scheme Accounts 2021/22.

The Board recognised the good progress being made on information security and thanked the teams for their hard work and commitment.

The Board wished to thank all colleagues involved in delivery of the SHE agenda.

The Board thanked all colleagues involved in the production of the End-of-Year Report and in the delivery of the services reflected in the report.

**22/119 Forward Agenda**

The Board **NOTED** the forward agenda – including the need to approve the Annual Report and Accounts 2020/21 at an appropriate time.

**22/120 Date and Venue of the Next Meeting**

The next Board meeting was planned for 29 September 2022 at Stella House.