**NHS Business Services Authority**

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

**held at 9.30am on 12 October 2023 at Stella House, Newburn Riverside, Newcastle upon Tyne**

**Present:**

Sue Douthwaite Chair

Michael Brodie Chief Executive

Kathy Gillatt Non-Executive Director

Mel Tomlin Non-Executive Director

Brendan Brown Chief Operating Officer (Items 23/156 to 23/174 only)

Darren Curry Chief Digital, Data & Technology Officer (Items 23/156 to 23/174 only)

Mark Dibble Executive Director of People and Corporate Services (Items 23/156 to 23/174 only)

Andy McKinlay Executive Director of Finance, Commercial and Estates (Items 23/156 to 23/174 only)

**In Attendance:**

Debra Bailey Associate Non-Executive Director

Nigel Zaman Senior Programme Manager, Department of Health and Social Care (DHSC)

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

Jane Miller Head of Colleague Experience and Social Impact (Item 23/164 only)

Tony Neal Governance and Assurance Manager (Shadow Board Representative) (Items 23/156 to 23/174 only)

Ada Okoli Programme Manager (Workforce Services Directorate) (Shadow Board Representative) (Items 23/156 to 23/174 only)

Libby Pink Chief Portfolio Officer (Items 23/161 and 23/162 only)

Neil Pragnell Head of Portfolio Delivery (Items 23/161 and 23/162 only)

Chris Price ESR Transformation Programme Director (Items 23/161 and 23/162 only)

Victoria Usher Inclusion, Accessibility and Social Impact Lead (Item 23/164 only)

**23/156 Apologies for Absence and Declarations of Interest**

Apologies were received from Allison Newell. There were no declarations of interest declared in relation to Board meeting agenda.

**23/157 Minutes of the Meetings held on 14 September 2023**

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

**23/158 Matters Arising and Outstanding Actions from Previous Meetings**

The Board discussed outstanding actions.

All other actions were complete or not yet due.

The Board **NOTED** completed actions.

**23/159 Chair's Opening Remarks**

S Douthwaite welcomed T Neal and A Okoli to the meeting as Shadow Board Representatives. S Douthwaite highlighted that A Okoli’s Shadow Board tenure would end during October 2023. S Douthwaite and the other Board members thanked A Okoli for her contribution as a Shadow Board member and as Co-Chair of the Women’s Colleague Network. A Okoli thanked the Board and her fellow Shadow Board members for their support during her tenure.

S Douthwaite reflected on the Board Strategy Day which had taken place on 11 October, highlighting the challenges and opportunities discussed. M Brodie stated that he had found the session to be highly engaging and positive, and the outputs and the wider engagement that was underway across the business, would help create an even more inclusive and informed Strategy. This included the ongoing engagement with DHSC, NHS England and other key stakeholders.

The Board **NOTED** the update.

**23/160 Chief Executive’s Report**

M Brodie presented the Chief Executive’s Report, highlighting the key points, including in relation to:

* NHSBSA had been named the number one employer at enei’s annual inclusivity excellence awards and received a TIDE (Talent Inclusion and Diversity Evaluation) gold award for the third year running Improved KPI position.
* NHSBSA had been awarded Carer Confident Level 2: Accomplished accreditation from Employers for Carers.
* ALB Chief Executives' and Chairs’ Meeting.
* NHSBSA Stakeholder Board.
* Voice of the Customer.
* Newcastle estate.
* SBS shareholding.
* Child Health Insights.
* NHSBSA environment targets.

The Board **NOTED** the report.

**(Libby Pink, Neil Pragnell and Chris Price joined the meeting)**

**23/161 Portfolio Update**

L Pink introduced the item, highlighting key points.

The Board **NOTED** the update.

**23/162 ESR Transformation Programme Status Update**

C Price provided the Board with an update on the Programme.

The Board **NOTED** the update.

**(Libby Pink, Neil Pragnell and Chris Price left the meeting)**

**23/163 Digital, Data and Technology (DDaT) Update**

D Curry presented the report highlighting key points.

The Board **NOTED** the report.

**(Jane Miller and Victoria Usher joined the meeting)**

**23/164 Diversity and Inclusion Annual Report 2022/23**

J Miller introduced the Diversity and Inclusion Annual Report 2022/23 highlighting work undertaken during the year. V Usher presented supplementary data providing an overview of statistics provided in the report and for previous years – including trend analysis and insight. The Board recognised the continued positive impact of the interventions and work being undertaken across the business.

The Board wished to thank all colleagues involved in this agenda, including the members of our Colleague Networks.

The Board **NOTED** the report, and **APPROVED** publication of the NHSBSA Diversity and Inclusion Strategy Annual Report 2022/23.

**(Jane Miller and Victoria Usher left the meeting)**

**23/165 Business Performance Update (incl: Balanced Business Scorecard August 2023; and Operational Performance Temperature Check Report 9 October 2023)**

The Board reviewed performance using the BBS. A Newell highlighted key points from the August 2023 BBS. The Board reviewed performance using the Operational Temperature Check (9 October 2023). B Brown highlighted key points.

The Board **NOTED** the update.

**23/166 Finance Report**

A McKinlay presented the Finance Report highlighting key points.

The Board **NOTED** the report.

**23/167 DDaT Capability Contract**

A McKinlay presented the DDaT Capability Contract paper. Following discussion, the Board **AGREED** togrant delegated authority to the Chief Executive Officer to approve and execute the contract once the procurement and evaluation outcome had been completed and **AGREED** that the contract would be for two years with a twelve-month extension.

**23/168 Project Delivery Professional Contract**

A McKinlay presented the Project Delivery Professionals Contract paper. Following discussion, the Board **APPROVED** theaward of a contract to Bramble Hub Limited for the provision of Project Delivery Professional resources, and the proposed contract length of an initial period of twelve months commencing in October 2023, with the option to extend for a further twelve-month period (1+1 arrangement).

**23/169 Corporate Governance Framework (SFIs and Scheme of Delegation)**

A McKinlay updated the Board on the proposed changes to the Standing Financial Instructions and Scheme of Delegation. Board members had been engaged further on the changes since the September 2023 meeting and were supportive of the proposed approach. The Board **APPROVED** the Corporate Governance Framework (Standing Financial Instructions and Scheme of Delegation).

**23/170 Freedom to Speak Up Update**

M Dibble introduced the report in his role as Executive Lead for FTSU. M Tomlin updated the Board, as FTSU Non-Executive Champion, that she had met with D Jukes and been provided with assurance on arrangements and case handling.

D Jukes (FTSU Guardian) provided an overview of the report including the requirements to report to Board, Policy and Practices, and an update on FTSU activity in 2023/24. The Board recognised the ongoing progress made on FTSU, including the increasing numbers of colleagues coming forward following the engagement work undertaken in year.

The Board fully supported the work to ensure the NHSBSA had an open and honest culture and wished to thank all colleagues involved including FTSU Champions and colleagues who had come forward and spoken up.

The Board **NOTED** the update.

**23/171 Any Other Business**

The Board **NOTED** the update note provided by A McKinlay on Reinforced Autoclaved Aerated Concrete (RAAC), and noted the assurance provided.

S Douthwaite updated the Board on the appointment of the three new Non-Executive Directors.

**23/172 Communications from the Meeting**

S Douthwaite and the other Board members wished to thank A Okoli for her contribution as a Shadow Board member and as Co-Chair of the Women’s Colleague Network.

The Board wished to thank all colleagues for achieving and maintaining the good KPI position.

The Board wished to thank all colleagues involved in the Diversity and Inclusion agenda, including the members of our Colleague Networks.

The Board wished to thank all colleagues involved in the Freedom to Speak Up agenda including Champions and colleagues who had come forward and spoken up.

**23/173 Forward Agenda**

The Board **NOTED** the forward agenda.

**23/174 Date and Venue of the Next Meeting**

The next Board meeting was planned for 7 December 2023 at Stella House.

**(Brendan Brown, Darren Curry, Mark Dibble, Andy McKinlay, Tony Neal and Ada Okoli left the meeting)**

**23/175 Confirmed minutes from the Remuneration and Nominations Committee held on 13 July 2023**

The Board **NOTED** the minutes.

**23/176 Update from the Remuneration and Nominations Committee Meeting held on 11 October 2023**

M Tomlin gave an update on the work of the Remuneration and Nominations Committee – this was summarised in an Alert / Advise / Assurance Report issued to the Board.

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