

NHS Business Services Authority Summary of Minutes of the NHSBSA Board Meeting held at 08.30am on 28 April 2016.

Present:

| | |
|-------------------|--|
| Silla Maizey | Chair |
| Nick Scholte | Chief Executive |
| Mark Ellerby | Non-Executive Director |
| Andrew Flanagan | Non-Executive Director |
| Malcolm Green | Non-Executive Director |
| Alistair McDonald | Director of Service Delivery |
| Patrick McGahon | Director of Finance and Corporate Services |
| Steven Pink | Director of Change and Commercial Delivery |

In Attendance:

| | |
|--------------------|--|
| Mark Dibble | Corporate Secretary |
| Michael Richardson | Department of Health |
| John Gariba | PwC (Item 2 only) |
| Daniel Caine | PwC (Item 2 only) |
| Tom Clifton | KPMG (Item 2 only) |
| James Dearman | KPMG (Item 2 only) |
| Paul Clarke | Head of Supplier Management (Item 6 only) |
| Miles Drew | Head of Business Performance (Item 6 only) |
| Chris Holmes | Head of Procurement and Customer Value (Item 6 only) |

Apologies:

| | |
|-------------|----------------------|
| Nigel Zaman | Department of Health |
|-------------|----------------------|

1. Chief Executive's Report

The report and discussion included:

- An overview of the Accountability Review with the Department of Health held earlier that month,
- An agreement in principle with HSCIC (soon to be known as NHS Digital) regarding data matching exercises; and
- An agreement in principle relating to changes in the funding for the administration costs of NHS Pensions.

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

2. Strategic Review – Outputs of Market Assessment Work and Progress on Quad Commissioned Work

PwC introduced the report relating to outputs of market assessment work, which included:

- An overview of the approach and the criteria used to assess the various options; and;
- A summary of their findings.

KPMG introduced the report relating to Quad commissioned work, which included:

- Requirements of the work commissioned by Quad,
- An overview of the timetable and planned work; and
- The emerging themes and matters which still required further exploration.

Outcome: The Board **NOTED** the reports and **AGREED** to discuss further at the Board meeting in June.

3. Service Delivery Report

Mr McDonald introduced the report, which included:

- An update on the Compass system which had now completed two cycles of activity and continued to progress well; and
- An overview of dentist's performance against their contracts which remained the same as the prior year which suggested there had been no negative impact following the introduction of Compass.

Outcome: The Board **NOTED** the Service Delivery Report.

4. Change and Commercial Delivery

Mr Pink introduced the report, which included:

- Confirmation that NHS Supply Chain had exceeded the savings target by the end of March 2016 and was on course to achieve the overall target by the end of the current contract,
- An update following the DH Programme Board which had recently met to discuss the future operating model for NHS Supply Chain,

- A progress update on the NHS Pension re-procurement project; and
- A status update of the ITIS programme which remained red due to the ongoing lack of confirmed funding.

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

5. Finance and Corporate Services Report

Mr McGahon introduced the report, which confirmed that at the end of year 2015/16 the NHSBSA had been underspent against the Delegated Expenditure Limit. Similarly, capital was also underspent.

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

6. Change and Commercial Delivery: NHS Supply Chain

Mr Pink introduced the report, which included:

- An overview of changes following introduction of the new NHS Supply Chain contract,
- An overview of the processes and systems used to manage the contract,
- An overview of the updated roles and skills within the new Supplier Management Team,
- The ongoing review of capital sales within NHS Supply Chain; and
- The most recent customer satisfaction results.

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

7. Governance Report

Mr Dibble introduced the latest governance report, and highlighted the updated risks.

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

8. Any Other Business

The Board also received and **NOTED** an update from the Remuneration Committee.

9. Date and Venue of the Next Meeting

The next meeting would be held on **9 June 2016**, at Stella House, Newburn.