**NHS Business Services Authority**

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

**held at 9.00am on 8 December 2016.**

**Present:**

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| Silla Maizey | Chair |
| Nick Scholte | Chief Executive |
| Debra Bailey | Non-Executive Director |
| Mark Ellerby | Non-Executive Director |
| Malcolm Green | Non-Executive Director |
| Andrew Flanagan | 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 |  |
| Nigel Zaman | Department of Health (DH) | |
| Martin Kelsall | Head of Prescription Services (Item 4 only) | |
| Darren Curry | Transformation Lead (Item 4 only) | |
| Carrie Armitage | Head of Pacific Programme (Items 7 and 8 only) | |
| Carl Spencer | Head of Portfolio Management (Items 7 and 8 only) | |
| Paul Clarke | Head of Supplier Management (Items 7 and 8 only) | |

**Apologies:**

|  |  |  |
| --- | --- | --- |
| Ben Masterson | Department of Health (DH) |  |

1. **Chief Executive’s Report**

Mr Scholte introduced the report, which included:

* An update on Community Pharmacy Reform,
* DH’s announcement of changes to the pharmacy sector from December 2016,
* The current position in relation to the future of NHS Supply Chain and the need for clarity moving forward,
* The updated terms of reference agreed with NHS England for the joint Management Board; and
* Confirmation that NHS Protect was to become a new, independent Special health Authority.

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

1. **Strategy and Business Plan**

Mr Scholte confirmed the Board would hold further discussions in January 2017 to further develop strategic thinking.

Mr McGahon highlighted the draft financial plans for 2017/18 and confirmed the removal of administration costs relating to NHS Pensions from the NHSBSA’s delegated expenditure limit (DEL) from April 2017. These costs would be subsequently funded by NHS employers.

**Outcome:** The Board **NOTED** and **AGREED** the overall approach to the development of the Strategy and Business Planning documents, prior to their publication in April 2017.

1. **Service Delivery Report**

Mr McDonald introduced the report, which included:

* Consideration of service delivery against key performance indicators, any areas highlighted to be underperforming and the reasons behind this; and
* An update on recent meetings with NHS Digital which had been very positive, with plans to collaborate on key projects progressing well.

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

1. **Electronic Prescription Service**

Mr McDonald introduced the report and provided background to the Electronic Prescription Service (EPS), and the current position.

The Board discussed NHS Digital’s involvement in the roll out of EPS and their achievements to date. Members considered the utilisation of EPS across GPs and pharmacists. Mr Kelsall described the benefits of working directly with GP practices to encourage utilisation.

The Board supported a more involved role for the NHSBSA moving forward, however they requested further discovery work be undertaken to fully understand all opportunities for improvement.

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

1. **Change and Commercial Delivery**

Mr Pink introduced the report, which included:

* Progress with the Pacific Programme and promotion of it through NHSBSA representation at regional NHS events focussed on sustainable transformation plans (STP)
* An overview of NHS Supply Chain performance,
* Movement in the digitisation and sourcing programme and the reasons for this,
* Update on progress with the IT Infrastructure and Sourcing (ITIS) programme; and
* Confirmation the full business case for NHS Pensions would be presented to the Board in January for approval.

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

1. **Finance and Corporate Services Report**

Mr McGahon advised end of year discussions were underway with DH, relating to Finance.

Mr McGahon highlighted the new contract HR Services had won; however informed the Board that he felt further growth with NHS Trusts was unlikely in the near future. He was more optimistic regarding the development of scanning services.

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

1. **NHS Supply Chain**

Paul Clarke provided the Board with an overview of current business performance and recent progress within NHS Supply Chain. He advised the Board on the NHSBSA’s contingency planning if the DH’s new operating model was not ready to begin by October 2018. The Board discussed the plans and their implications.

The Board recognised and congratulated the team on the improved customer satisfaction results.

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

1. **Programme Pacific**

Mr Pink introduced the update, which included:

* The key projects underway and the risks involved,
* Challenges around the community pharmacy review project,
* Changes to DH policy, which affected the planned travel vaccine savings; and
* Continued working with STP areas to help support some initiatives.

The Board reviewed the existing and additional possible initiatives which could add further savings.

**Outcome:** The Board **NOTED** progress.

1. **Governance Report**

Mr Dibble introduced the governance report. This included some significant and ongoing reductions in the NHSBSA’s waste and carbon dioxide levels.

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

1. **Board Approvals**

The Board were asked to consider and approve two areas of spending commitment expected to be in excess of £1 million.

**Contract for the provision of Digital Services to support Pensions Digitisation & Sourcing**

Mr Pink introduced the report, which requested approval to continue working with the contractor who was currently supporting the NHS Pensions digitisation. The further work was expected to take total spend over £1 million.

**Outcome:** The Board **APPROVED** the contract extension.

**Pension Re-Procurement Medical Services**

Mr Pink requested approval to appoint a medical service provider to NHS Pensions as part of the wider ongoing procurement programme.

**Outcome:** The Board **APPROVED** the expenditure.

1. **Register of Board Member’s Interests**

The Board **NOTED** the current interests declared by members of the Board as:

Silla Maizey

* Director and Company Secretary, Saffron Solutions Ltd
* Non-Executive Director, John Menzies plc
* Non-Executive Director, Crown Commercial Service (CCS)
* Non-Executive Director, Network Rail

Nick Scholte

* Nothing Declared

Malcolm Green

* Non-Executive Director of Thrive Homes

Andrew Flanagan

* Commissioner for the Civil Service Commission
* Member of Advisory Board and NHS NELCSU
* Non-Executive Director, Cipfa Business Services Ltd
* Non-Executive Director, Criminal Injuries Compensation Authority
* Chairman, Scottish Police Authority

Mark Ellerby

* Independent industry advisor to Advent International on healthcare provision opportunities and investments
* Non-Executive Direct, Leeds Teaching Hospitals NHS Trust
* Trustee, Dementia Forward

Debra Bailey

* Chief Information Officer, Nationwide Building Society

Patrick McGahon

* Nothing Declared

Steven Pink

* Nothing Declared

Alistair McDonald

* Nothing Declared

1. **Any Other Business**

The Board also **NOTED:**

* An update from the Audit and Risk Management Committee; and
* Confirmation the medicine optimisation dashboard was now live on the NHSBSA website.

1. **Date and Venue of the Next Meeting**

The next meeting was planned for **17 & 18 January 2017**, at Stella House, Newburn.