**NHS Business Services Authority**

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

**held at 10.30am on 12 October 2017**

**Present:**

Silla Maizey Chair

Alistair McDonald Chief Executive

Mark Ellerby Non-Executive Director

Andrew Flanagan Non-Executive Director

Tim Nolan Non-Executive Director

Karen Seth Non-Executive Director

Mark Dibble Director of Corporate Services and Corporate Secretary

Patrick McGahon Director of Finance and Commercial

**In Attendance:**

Nigel Zaman Department of Health

David Jukes Head of Governance and Secretary to the Board

**Apologies:**

Debra Bailey Non-Executive Director

Ben Masterson DH

1. **Chief Executive’s Report**

Mr McDonald introduced the report, which included details on:

* NHS Workforce remaining in public ownership;
* Commissioning Framework for Biological Medicines (including biosimilar medicines) - a joint guidance document between NHS Improvement, NHS England and the NHS Clinical Commissioners;
* NHS Supply Chain and DH Procurement Transformation Programme progress;
* NHSBSA Strategy Development with the new Leadership Team;
* The Electronic Staff Record (ESR) service;
* Help with Health Costs – Digital Checker Tool;
* Accounting Officer Responsibilities – Chief Executive completion of the Accounting Officer Responsibilities training, and
* Prescription Pre-Payment (PPC) Direct Debit issue, impact and mitigation.

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

1. **Business Performance Report**

Mr McDonald introduced the report, which included:

* Electronic Prescription Service (EPS) uptake progress;
* Pacific Programme progress, and progress against the £1bn savings NHSBSA goal;
* Supplier Management performance and KPIs;
* Pensions Programme status;
* ITIS Progarmme status;
* Digitisation of services, and
* DH Procurement Transformation Programme.

Mr Dibble gave an update on:

* HR and OD services, and
* Governance – Health and Safety, Internal Governance, Environment and Resource Efficiency and Corporate Risks and Issues.

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

1. **Financial Report**

Mr McGahon gave an overview of the financial position, including funding allocations for revenue DEL, external development projects and allocation for capital programme.

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

1. **ESR Due Diligenc Report**

Mr McGahon presented the ESR Due Diligence Report to the Board.

The Board discussed the positive strategic fit with the NHSBSA.

**Outcome:** The Board **NOTED** the report and **ENDORSED** the transfer of responsibility to the NHSBSA.

1. **Corporate Governance Framework**

Mr Dibble introduced the review of the NHSBSA Corporate Governance Framework. This is carried out annually, and the Board is asked to review the framework to ensure it continues to be fit for purpose. The Board also receive updates on various elements of the framework throughout the year and further assurance is also received through the work of the Audit and Risk Management Committee and Remuneration and Nominations Committee.

**Outcome:** The Board **APPROVED** the Corporate Governance Framework, which included the Standing Financial Instructions (SFIs) and Matters Reserved to the Board.

1. **Board Approval**

The Board were asked to consider the following:

* **Postal Contract - Extension**

**Outcome:** Following discussion, the Board **APPROVED** the extension and amendment of the existing contract for postal services with Royal Mail. This will extend the current contract for two years until March 2020 at an estimated cost of circa £3.9m p.a., and amend the current contract to include additional services at a cost of circa £451k p.a.

* **Professional Services – ProCure22**

**Outcome:** Following discussion, the Board **APPROVED** the delegation of authority to the Chief Executive to approve a contract for the Professional Services in support of the ProCure22 contract. A Crown Commercial Services (CCS) framework will be used for the procurement of the required services. This will be a 4 year call off arrangement that has the potential of a value up to £1.5m, based on estimated usage.

* **PIPP & EPRR – Storage and Distribution**

**Outcome:** Following discussion, the Board **APPROVED** the award of the contract in excess of £1m and commitment to the expenditure and granted delegated authority to the Chief Executive to execute the contract subject to FBC approval - for Storage and Distribution Services for the Pandemic Influenza Preparedness Programme (PIPP) and Emergency Preparedness, Resilience and Response (EPRR).

1. **Any Other Business**

Mr Nolan updated the Board on his activity in representing the NHSBSA as an ALB Non-Executive Director at a session for the Health and Care Leaders Scheme (HCLS) – Aspiring Directors Programme held on 22 September 2017. The participants shared their experiences of the programme with the senior panel of NHS Chairs and Non-Executive Directors. Mr Nolan has been asked to attend again in 2018, and has accepted the invitation. Ms Maizey thanked Mr Nolan for his participation.

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

The next Board meeting was planned for 7 December 2017 in Stella House, Newcastle upon Tyne.