

NHS Business Services Authority Summary of Minutes of the NHSBSA Board Meeting held at 9.30am on 7 December 2017

Present:

Silla Maizey	Chair
Alistair McDonald	Chief Executive
Debra Bailey	Non-Executive Director
Mark Ellerby	Non-Executive Director
Karen Seth	Non-Executive Director
Mark Dibble	Director of Corporate Services and Corporate Secretary

In Attendance:

Melinda Johnson	Department of Health
Ged Nolan	Department of Health
Nigel Zaman	Department of Health
Clive Johnson	Head of Finance
David Jukes	Head of Governance and Secretary to the Board
Brendan Brown	Director of Citizen Services (items 2 and 3 only)
Darren Curry	Chief Digital Officer (items 2 and 3 only)
Martin Kelsall	Director of Primary Care Services (items 2 and 3 only)
Nick O'Reilly	Chief Technology Officer (items 2 and 3 only)
Gordon Wanless	Head of Information Governance (item 5 only)
Tony Burgess	Head of ICT Security & Service Delivery (items 5 and 6 only)
Marc Compton	Head of Security & Information Assurance (items 5 and 6 only)
Jim Craig	Department of Health Procurement Transformation Programme (item 7 only)
Ann McChesney	Cabinet Office (item 7 only) – via telephone.
Nayan Rughani	Department of Health Procurement Transformation Programme (item 7 only) – via telephone

Apologies:

Andrew Flanagan	Non-Executive Director
Tim Nolan	Non-Executive Director
Patrick McGahon	Director of Finance and Commercial
Ben Masterson	Department of Health

1. Chief Executive's Report

Mr McDonald presented the report, highlighting key points including:

- Progress of the NHS Supply Chain Procurement Transformation Programme ("PTP");
- Department and Health/NHSBSA Accountability Review meeting;
- Public Health England (PHE) had included the NHSBSA as co-authors in a Data Resource Profile Paper - 'Prescriptions dispensed in the community linked to the national cancer registry in England';
- Overview of the Neutral Networks Change Control Notice (CCN) to the current DHL Master Services Agreement (MSA). Under Section 2 of Matters Reserved to the Board the Chair approved the CCN. The Board **RATIFIED** the decision;
- ITIS Programme update;
- NHSBSA attendance at the Overseas Healthcare Project Board.

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

2. Strategy and Business Planning Update

Mr McDonald presented the update, support by the Leadership Team members, which included:

- Overview of the progress to date;
- Presentation of the draft Operating Model, Purpose Architecture and Strategic Ambition;
- Timeline for further development.

The Board thanked the Leadership Team for the work to date, and looked forward to seeing developments at the February 2018 Board meeting.

Outcome: The Board **NOTED** report.

3. Business Performance Report

The Board reviewed and discussed the report, which included:

- HR Shared Services KPIs;
- Information Services portal performance;
- Electronic Prescription Service (EPS);
- Pensions Programme progress;
- ITIS Programme progress;
- Employee Engagement Temperature Check.

Outcome: The Board **NOTED** report.

4. Financial Report

Mr Johnson presented the report in the absence of Mr McGahon. Mr Johnson gave an overview of the financial position, including revenue DEL, capital funding, and delivery against the £1bn savings target.

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

5. General Data Protection Regulation (GDPR) Report

Mr Dibble introduced the agenda item. The report provided the Board with an update on the work done to date and planned work around GDPR.

Ms Bailey gave the Board an overview of the Audit and Risk Management Committee (ARC) discussion on GDPR on 20 November 2017.

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

6. Cyber Security

Mr Dibble introduced the report, which provided an update on the NHSBSA's current position regarding cyber security preparedness. Mr Dibble also highlighted that cyber security was now part of the Security and Information Assurance Team.

Outcome: The Board **NOTED** report.

7. Board Approvals

The Board were asked to consider the following:

- **PTP - Award of Contracts for the Future Operating Model - Category Towers Tranche 2**
 - (1) **Large Diagnostics, Capital Devices incl. Mobile and Consumables - DHL,**
 - (2) **Diagnostic Equipment and Associated Consumables – Akeso & Company,**
 - (3) **Food - Foodbuy; and**
 - (4) **NHS Hotel Services – Leeds & York Partnership NHSFT**

Outcome: The Board **APPROVED** the award of the contracts, within the context of assurance provided by Jin Sahota (Department of Health Procurement Transformation Programme) in his letter dated 8 November 2017.

- **PTP - Acquisition of a regional office property on behalf of the Intelligent Client Co-Ordinator (ICC) of the DH PTP**

Outcome: The Board **APPROVED** entering into the lease and delegated authority to the NHSBSA Chief Executive to execute the lease following

agreement and due diligence under the protocol agreed between the NHSBSA and the ICC. This was also agreed in the context of assurance provided by Mr Sahota in his letter of 8 November 2017.

- **PTP - Fit out of a regional office property on behalf of the ICC of the DH PTP**

Outcome: The Board **APPROVED** the award of a statement of work under the NHSBSA's existing contract with IHP for the "fit out" of the new regional office property for the ICC and further granted delegated authority to the NHSBSA's Chief Executive Officer to execute the Statement of Work with IHP; all under the protocol agreed between the NHSBSA and the ICC, and in light of assurance provided by Mr Sahota in his letter of 8th November 2017.

8. Board Members' Register of 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

Andrew Flanagan

- Commissioner for the Civil Service Commission
- Member of Advisory Board at NHS NELCSU
- Non-Executive Director for the Criminal Injuries Compensation Authority

Mark Ellerby

- Non-Executive Director, Leeds Teaching Hospitals NHS Trust
- Trustee, Dementia Forward

Debra Bailey

- Chief Information Officer, Nationwide Building Society

Tim Nolan

- LORW LTD Management Consultancy

Karen Seth

- HR Director, Retail Operations, Co-op
- Trustee, Newcastle Law Centre

Alistair McDonald

- Nothing Declared

Patrick McGahon

- Chairman, Carlisle College Board
- Interim Finance Director, NHS Counter Fraud Authority

Mark Dibble

- Nothing Declared

9. Any Other Business

The Board received and **NOTED** an update from the Audit and Risk Management Committee held on 20 November 2017. The Board **NOTED** confirmed minutes from the Audit and Risk Management Committee meetings held on 2 June 2017 and 5 July 2017.

The Board received and **NOTED** an update from the Remuneration and Nominations Committee meetings held on 12 October 2017 and 7 December 2017. The Board **NOTED** confirmed minutes from the Remuneration and Nominations Committee held on 24 August 2017.

10. Date and Venue of the next Meeting

The next Board meeting was planned for 1 February 2017 at Hilton Hotel – Gatwick Airport.