

NHS Business Services Authority

Summary of Minutes of the NHSBSA Board Meeting held at 09.30am on 15 March 2018 at Stella House, Newburn Riverside, Newcastle Upon Tyne.

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	Executive Director of Corporate Services
Patrick McGahon	Executive Director of Finance and Commercial

In Attendance:

Nigel Zaman	Department of Health and Social Care (DHSC)
David Jukes	Head of Governance and Secretary to the Board
Phil Clow	Head of Pacific Programme (Item 3 only)
Jim Craig (via Telephone)	DHSC Procurement Transformation Programme (PTP) (Item 4a only)
Dave Robinson	Head of Property (Item 6 only)

Apologies:

Debra Bailey	Non-Executive Director
--------------	------------------------

1. Chief Executive's Report

Mr McDonald presented the Chief Executive's Report, highlighting the key points:

- NHS Digital meeting;
- NHSBSA Strategy and Business Plan;
- Overview of NHSBSA Data Analytics Team;
- NHSBSA had been shortlisted in HSJ Value Award - Improving the value of NHS support services category;

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

2. NHS Supply Chain – Update

Mr McDonald presented the update on NHS Supply Chain.

Outcome: The Board **APPROVED** the Transitional Services Agreement - the document setting out the services that the NHSBSA will continue to provide to Supply Chain Co-ordination Ltd (SCCL) from 1 April 2018.

The Board **NOTED** the report.

3. Business Performance Report

The Board reviewed the Business Performance Report, which included:

- Pensions programme;
- ITIS programme;
- GDPR project;
- Gender Pay Gap Report;
- New Performance Report;
- Overseas Healthcare Services.

Mr Clow took the Board through the Pacific programme presentation.

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

4. Boards Approvals

a) NHS Supply Chain – Logistics

Outcome: The Board **APPROVED** the award of a contract to Unipart (with Movianto subcontracted for Home Delivery Service), within the context of assurance provided by Jin Sahota, Commercial Director Supply Chain and Senior Responsible Officer (SRO) of the PTP in his letter dated 8 November 2017.

b) Interim Pensions IT Infrastructure Service.

Outcome: In accordance with the NHSBSA's SFI's, the Board **APPROVED** the authorisation of a commitment to enter into a contract with a value in excess of £1m with Atos IT Services (UK) Ltd, and granted delegated authority to the Chief Executive to execute the Interim Pensions IT Infrastructure Services contract on behalf of the NHSBSA.

c) Pensions Workforce Management Solution

Outcome: In accordance with the NHSBSA's SFI's, the Board **APPROVED** the authorisation of a commitment to extend the existing contract with GCI Com Limited to a value in excess of £1m, and granted delegated authority to the Chief Executive to execute the required contract variation document.

d) Postal Goods and Services

Outcome: In accordance with the NHSBSA's SFI's, the Board **APPROVED** the proposed extension of the current contract with Royal Mail for a further 12 month period and so authorised spend in excess of £1m with Royal Mail and subsequently for the Chief Executive to execute the required contract extension agreement.

5. Financial Report

Mr McGahon gave an overview of the financial position, including revenue DEL, Capital, the £1 billion savings target and the 50% unit cost reduction target.

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

6. Property Strategy

Mr McGahon and Mr Robinson took the Board through the Property Strategy presentation.

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

7. Approval of Strategy, Business Plan and Annual Budgets

Outcome: The Board **APPROVED** the NHSBSA Strategy 2018-21, Business Plan 2018/19 and NHSBSA Budget 2018/19.

8. Any Other Business

The Board also received and **NOTED** an update from the Remuneration and Nominations Committee held on 14th March 2018.

The Board thanked Mr McGahon for his hard work and commitment during his time at the NHSBSA, and wished him good luck in his new role.

The Board wished to thank all colleagues for the effort they had put in to the creation of the new NHSBSA Strategy 2018-21, Business Plan 2018/19 and Budget 2018/19.

8. Date and Venue of the next Meeting

The next Board meeting was planned for 19 April 2018, at Stella House, Newcastle upon Tyne.