

NHS Business Services Authority

Summary of Minutes of the NHSBSA Board Meeting held at 9.00am on 13 September 2018 at Stella House, Newburn Riverside, Newcastle Upon Tyne.

Present:

Silla Maizey	Chair
Alistair McDonald	Chief Executive
Debra Bailey	Non-Executive Director (via telephone)
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
Andrew McKinlay	Executive Director of Finance and Commercial Services
Allison Newell	Executive Director of Strategy, Business Development and Growth (via telephone)

In Attendance:

Melinda Johnson	Department of Health and Social Care (DHSC)
Nigel Zaman	Department of Health and Social Care (DHSC)
David Jukes	Head of Governance and Secretary to the Board
Brendan Brown	Director of Citizen Services (item 2 only)
Gordon Coyne	Director of NHS Workforce Services (item 2 only)
Darren Curry	Chief Digital Officer (item 2 only)
Nina Monckton	Chief Insight Officer (item 2 only)
Nick O'Reilly	Chief Technology Officer (item 2 only)

1. Chief Executive's Report

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

- Update on NHS Long Term Plan, and links made with key working groups;
- ITIS Programme update;
- Upcoming NHSBSA Strategy session to be attended by the Leadership Team during September 2018, and the Board Strategy session to follow in October 2018;
- Public sector pension reconciliation exercise with HMRC;

- 'Check Before You Tick' media campaign to be launched with NHS England.

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

2. **Balanced Business Scorecard and Business Performance Report**

The Board reviewed business performance against its strategic goals and KPIs using the Balanced Business Scorecard and Business Performance Report.

The Board discussed the Pensions Deep Dive report, which summarised the investigation into the reasons for the failure to achieve critical Awards KPIs since the introduction of the new pension administration system, and steps taken to bring them back on target. The report also gave details of the steps taken to address service issues experienced by customers.

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

3. **Finance Report**

Mr McKinlay presented the Finance Report giving an overview of the financial position including revenue DEL and capital programme.

Mr McKinlay highlighted that along with the other DHSC ALB's the Commercial Services team had undertaken a benchmarking exercise against Government Commercial Operating Standards ('GCOS').

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

4. **Board Approvals**

a) **Travel**

Outcome: The Board **APPROVED** the award of two enabling agreements for travel via the Crown Commercial Services (CCS) framework reference RM6016 – one to the Trainline.com for rail travel and one to Hogg Robinson Group for the provision of all other travel and accommodation requirements - with a value in excess of £1m, and delegated authority to the Chief Executive to execute the enabling agreements on behalf of the NHSBSA.

b) **Construction – Minor Works**

Mr McKinlay presented the Construction – Minor Works Schemes summary paper. Mr McKinlay confirmed that this report was being presented to the Board for approval of the initial tasks for year one of the ProCure22 call-off contract for Minor Works. Tasks had now been planned and a cost envelope of anticipated aggregated spend in task year 1 had been set at £2.6 million.

Outcome: The Board **APPROVED** the call off under the ProCure22 Minor Works Contract up to the 31st March 2019 for an aggregated spend with a value in excess of £1m and up to £2.6m.

5. Corporate Responsibility Annual Report 2017/18 and Safety, Health and Environment Strategy 2018/19

Outcomes: The Board **ENDORSED** the Corporate Responsibility Annual Report 2017/18, Health and Safety Strategy and Action Plan 2018/19 and Environment and Resource Efficiency Strategy and Action Plan 2018/19.

6. 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), Scheme of Delegation and Matters Reserved to the Board (incorporating Standing Orders).

7. Any Other Business

The Board **NOTED** confirmed minutes from the Audit and Risk Management Committee held on 3 May 2018.

The Board **NOTED** confirmed minutes from the Remuneration and Nominations Committee held on 15 March 2018 and received and **NOTED** an update from the Remuneration and Nominations Committee held on 7 June 2018.

The Board wished to thank all colleagues for attending the meeting. The Board commented on the continuing excellent performance around Corporate Responsibility, and wished to thank all colleagues involved in delivery including the Safety, Health and Environment (SHE) Team, Health and Safety representatives, and Community, Environment and Wellbeing (CEW) Champions.

8. Date and Venue of the next Meeting

The next Board meeting was planned for 10 October 2018 in Stella House, Newcastle upon Tyne, with a NHSBSA Strategy Day on 11 Oct 2018.