

NHS Business Services Authority

Summary of Minutes of the NHSBSA Board Meeting held at 10.00am on 7 February 2019 at Stella House, Newburn Riverside, Newcastle Upon Tyne.

Present:

Silla Maizey	Chair
Alistair McDonald	Chief Executive
Debra Bailey	Non-Executive Director
Mark Ellerby	Non-Executive Director
Andrew Flanagan	Non-Executive Director
Tim Nolan	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

In Attendance:

Nigel Zaman	Department of Health and Social Care (DHSC)
David Jukes	Head of Governance and Secretary to the Board

Apologies:

Karen Seth	Non-Executive Director
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1. Chief Executive's Report and Balanced Business Scorecard

Ms Maizey provided an update on the Chief Executive recruitment process being led by Mr Dibble.

Ms Maizey wished to congratulate Nina Monckton on her recent success at the Women in IT Awards, winning 'Transformation Leader of the Year'.

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

- Development of NHSX;
- EU Exit readiness work;
- DHSC consultation on proposals to changes to the NHS pension scheme regulations;
- DHSC transactional service requests;
- Electronic Prescription Service (EPS) Phase 4 progress;

- National Audit Office (NAO) investigation into penalty charge notices in healthcare;
- ITIS programme update;
- Supply Chain Coordination Ltd (SCCL) transition update;
- Armed Forces Covenant Employer Recognition Scheme;
- European Engagement Awards;
- Stonewall Index Top 100 placing; and
- Business performance and the Balanced Business Scorecard.

Outcome: The Board **NOTED** the Chief Executive's Report and Balanced Business Scorecard.

2. Finance and Commercial Report

Mr McKinlay presented the Finance and Commercial Report giving an overview of the financial position including details on the revenue and capital budget position.

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

3. NHS Long Term Plan (LTP)

Ms Newell presented the NHS LTP overview paper. The Board discussed the elements of the LTP and the links to the NHSBSA Strategy and goals. Ms Newell highlighted that the NHSBSA had been proactive in offering support to a number of LTP working groups.

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

4. Staff Engagement Update

Mr Dibble presented an update on staff engagement. The NHSBSA had engaged Best Companies to carry out the 2018 Staff Engagement Survey. The Board discussed initial results and future actions.

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

5. NHSBSA Strategy 2019-22 and Business Plan 2019/20 Update

Mr McDonald and Ms Newell presented the updated Strategy and Business Plan documents. Mr McKinlay presented the NHSBSA Business Planning Budget setting paper.

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

6. NHSBSA Risk Review

Mr Dibble presented the item, stating that the paper included an overview of the NHSBSA's arrangements and current NHSBSA Strategic Risk Register, and a draft Risk Appetite Statement for consideration and agreement by the

Board. Mr Flanagan supported Mr Dibble's introduction, highlighting the oversight provided by the Audit and Risk Management Committee and that Committee members would welcome input and feedback from the Board.

The Board discussed the current risk register and draft Risk Appetite Statement.

Outcome: The Board **AGREED** the NHSBSA Risk Appetite Statement and **NOTED** the report.

7. Board Approvals

a) NHS Jobs 2 Contract Extension

Outcome: Mr McKinlay presented the NHS Jobs 2 Contract Extension summary paper. Following discussion, the Board **APPROVED** the request to include the extension options set out in the paper - a 6 month extension option and a 12 month extension option - into the existing contract with Methods Consulting Ltd, and delegated authority to select and exercise the chosen option and to execute the contract variation agreement to the Chief Executive Officer.

b) Postal Services (Inbound and Outbound Mail) Contract Extension

Outcome: Mr McKinlay presented the Postal Services Contract Extension paper. Following discussion, the Board **APPROVED** the extension of the existing Postal Services contract with Royal Mail for 12 months commencing 1 April 2019, and delegated authority to the Chief Executive Officer to execute the contract extension agreement.

c) Internal Audit Contract

Outcome: Mr McKinlay and Mr Dibble presented the Internal Audit Contract paper. Following discussion, the Board **APPROVED** the award of a contract (via a MOU) to Government Internal Audit Agency (GIAA) for a period of 4 years commencing 1 April 2019 which would be reviewed on an annual basis, and delegated authority to the Chief Executive Officer to execute the contract.

d) NHSBSA SIAM Partner

Outcome: Mr McKinlay presented the SIAM Partner paper. Following discussion, the Board **APPROVED** the increase in value to the existing contract with Mozaic Services Limited by a further £195,200 taking the contract value to £1,161,900, and delegated authority to the Chief Executive Officer to execute the contract variation on behalf of the NHSBSA.

8. Any Other Business

The Board **NOTED** confirmed minutes from the Remuneration and Nominations Committee meeting held on 10 October 2018, and received and

NOTED an updated from the Remuneration and Nominations Committee meeting held on 12 December 2018.

The Board wished to thank all colleagues involved in the recent community engagement activity including the Armed Forces Covenant Employer Recognition Scheme, the European Engagement Awards and the Stonewall Equality Index.

The Board wished to thank all colleagues involved in the development of the NHSBSA Strategy.

7. Date and Venue of the next Meeting

The next Board meeting was planned for 14 March 2019 in Stella House, Newcastle upon Tyne.