

NHS Business Services Authority

Summary of Minutes of the NHSBSA Board Meeting held at 9.00am on 14 March 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
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

In Attendance:

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 (items 3 & 4 only)
Gordon Coyne	Director of NHS Workforce Services (items 3 & 4 only)
Darren Curry	Chief Digital Officer (items 3 & 4 only)
Martin Kelsall	Director of Primary Care Services (items 3 & 4 only)
Nina Monckton	Chief Insight Officer (items 3 & 4 only)
Nick O'Reilly	Chief Technology Officer (items 3 & 4 only)
Marc Compton	Head of Security & Information Assurance (item 5 only)
Tony Burgess	Head of Technology Operations (item 5 only)
Karen Finlayson	PwC (item 6 only)

1. Chief Executive's Report

Ms Maizey provided an update on the Chief Executive recruitment process being led by Mr Dibble. The process timetable was currently on track as planned.

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

- NHSX update;
- EU Exit preparedness work;
- Child Migrant Scheme update;
- Achievement of the £1bn savings target as part of the Pacific Programme;
- Supply Chain Coordination Limited (SCCL) update;
- Real Time Exemption Checking pilot, and
- Infrastructure and Projects Authority (IPA) - final Project Assessment Review – Gateway Review 5 - of the NHS Pensions and Re-Let Programme.

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

2. NHS System & Long Term Plan (LTP) Update

Ms Newell presented the NHS System and Long Term Plan (LTP) Update paper providing a summary of the key areas of development.

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

3. 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 development of the reports over the year, and the on-going work to review the current KPIs etc aligned to the new NHSBSA Strategy.

Mr Coyne highlighted Workforce Services' involvement in the LTP implementation working group. The Board discussed the Pensions Members and Employers Net Promoter Score (NPS), and improvement actions being implemented.

The Board also discussed the Brexit Serious Shortage Protocol, Electronic Prescription Service (EPS) Phase 4 roll-out, staff engagement, Prescription Pre-Payment Certificates (PPC) project, ITIS Programme progress, and estates work.

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

4. 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, and an overview of upcoming commercial activities and Board approvals.

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

5. Cyber Security Update

Prior to this item, the Board received a GCHQ Cyber Security Briefing delivered by 'Templar Executives'.

Mr Dibble, Mr Burgess and Mr Compton presented the update giving an overview of how the NHSBSA was addressing cyber security.

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

6. Board Effectiveness Review

Ms Maizey welcomed Ms Finlayson to the meeting and introduced the NHSBSA Board Effectiveness Review report.

The Board reviewed the results, discussing key points. Overall the review highlighted that the NHSBSA had a strong Board with a good range of experience and skills. There was a strong working relationship between the Chief Executive, Chair and NEDs with transparent and honest debate, and a common vision.

The Board discussed the areas highlighted for consideration including ensuring there was focus on the things that are truly business-critical and linked to the delivery of the organisation's ambitions.

The Board also recognised that the upcoming period following the change of the Chief Executive would require monitoring and could impact on the dynamics of the Board.

The Board accepted the results of the review, and agreed to reflect on the report and discuss any required actions at the April 2019 meeting.

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

7. NHSBSA Strategy, Business Plan and Annual Budgets

Outcome: The Board **APPROVED** the NHSBSA Strategy 2019-22, Business Plan 2019/20 and NHSBSA Budget 2019/20.

8. Board Approvals

a) Enterprise Microsoft Licence Agreement

Outcome: Mr McKinlay presented the Enterprise Microsoft Licence Agreement summary paper. Following discussion, the Board **APPROVED** the award of a 3 year contract to Trustmarque Solutions Ltd to allow Microsoft licences to be called off up to a maximum total contract value of £2,511,190, and delegated authority to the Chief Executive Officer to execute the contract.

9. Any Other Business

The Board **NOTED** an update from the Audit and Risk Management Committee meeting held on 7 March 2019.

The Board wished to thank and congratulate all colleagues involved in the delivery of the £1bn Pacific Programme target.

The Board wished to thank all colleagues involved in the development of the NHSBSA Strategy, Business Plan and Annual Budgets.

7. Date and Venue of the next Meeting

The next Board meeting was planned for 18 April 2019 at Don Valley House, Sheffield. This visit would include spending time with the Electronic Staff Record (ESR) Team on 17 April.