

## NHS Business Services Authority

### Summary of Minutes of the NHSBSA Board Meeting held at 9.00am on 23 April 2020 via video conference.

#### Present:

Silla Maizey	Chair
Michael Brodie	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 People and Corporate Services
Andy McKinlay	Executive Director of Finance and Commercial Services
Allison Newell	Executive Director of Strategy, Performance, 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
Gordon Coyne	Director of NHS Workforce Services
Darren Curry	Chief Digital Officer
Martin Kelsall	Director of Primary Care Services
Nick O'Reilly	Chief Technology Officer
Colette Knowles	Head of Business Innovation and Customer Experience
Carol Maughan	Chief Executive's Assistant
Miranda Sykes	Head of Communications and Marketing
Katie Wilkie	Head of HR

#### Apologies for Absence and Declarations of Interest:

There were no apologies received. There were no declarations of interest declared in relation to Board meeting agenda.

## 1. Chief Executive's Report

M Brodie wished to thank all of his team and colleagues across the business for their ongoing efforts and dedication in response to the COVID-19 pandemic.

M Brodie presented the Chief Executive's Report, highlighting the key points, including:

- COVID-19 response update;
- NHSBSA Balanced Business Scorecard and service performance, and
- ITIS Programme update;

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

## 2. COVID-19 Financial and Commercial Governance Overview

A McKinlay presented an overview of COVID-19 financial and commercial governance arrangements, specifically: 1) Financial and Commercial Reporting and Funding, 2) Financial Operating Framework, and 3) Accounting Officer Assessment.

The most recent COVID-19 Financial and Commercial Report was provided to members for information.

The Board **NOTED** the report.

## 3. Health and Social Care System Update

A Newell presented the Health and Social Care System Update paper, providing the Board with a summary of recent activity across the health and care system.

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

## 4. Finance Report

A McKinlay presented the Finance Report highlighting key points, including the revenue and capital position, and an update on the NHSBSA Accounts.

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

## 5. Due Diligence Overview

A Newell and C Knowles presented the overview, including details on the background of the framework's development, the stages in the due diligence process, key lines of enquiry, the master checklist, proposed governance arrangements, the due diligence register, lessons learnt, and the action plan for 2020/21.

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

## **6. Any Other Business**

The Board **NOTED** the minutes from the Remuneration and Nominations Committee held on 16 October 2019.

The Board wished to thank all colleagues for their ongoing hard work and dedication in response to COVID-19, and recognised the personal challenges being faced by many during this time.

## **7. Date and Venue of the next Meeting**

The next Board meeting was planned for 18 June 2020 via video conference.