

NHS Business Services Authority

Summary of Minutes of the NHSBSA Board Meeting held at 9.00am on 18 June 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
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
Tony Burgess	Head of Technology Operations (item 7 only)
Marc Compton	Head of Security and Information Governance (item 7 only)
Chris Dawson	Head of Service - NHS Pensions (items 2, 3 and 4)
Ashleigh Peel-Lowes	Head of Strategy, Planning and Performance

Apologies for Absence and Declarations of Interest (Register of Interests – Formal Review):

Apologies for absence were received from Tim Nolan. There were no declarations of interest declared in relation to Board meeting agenda.

The Board confirmed that they had read and understood the NHSBSA Conflicts of Interest Policy and Procedure.

Outcome: The Board reviewed and **NOTED** the NHSBSA Register of Interests.

1. Chief Executive's Report

M Brodie wished to thank the Leadership Team, Board and colleagues across the business for their ongoing support and hard work in response to the COVID-19 pandemic.

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

- COVID-19 response update, and
- ITIS programme update.

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

2. Balanced Business Scorecard (BBS) and Business Performance

The Board reviewed the NHSBSA's performance using the Board performance report.

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

3. End of Year Performance Report 2019/20

The Board discussed the report and performance in 2019/20 including Business Plan delivery, progress against Strategic Ambitions, and performance against agreed KPIs.

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

4. Pensions Deep Dive

G Coyne and C Dawson presented the paper covering NHS Pension Service performance.

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

5. Finance and Commercial Report

A McKinlay presented the Finance and Commercial Report highlighting key points, including the revenue and capital position, and upcoming commercial activity.

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

6. 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.

7. SIRO Annual Report 2019/20

M Dibble, T Burgess and M Compton introduced the SIRO Annual Report 2019/20, providing an overview of key areas of work and assurances in place.

The Board noted the ongoing work and improvements being made in this area and thanked the team for their efforts throughout the year.

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

8. Commercial Board Approvals

a) Faster Testing Service (COVID-19 Response)

Outcome: The Board **RATIFIED the APPROVAL** of the Faster Testing Service (COVID-19 Response) commitment which had been made between Board meetings, on 30 April 2020 - a commitment to raise a Purchase Order for the Notify.Gov service up to the value of £2,500,000, and granted delegated authority to the Chief Executive Officer to execute the Purchase Order on behalf of the NHSBSA.

b) Pensions Medical Services

Outcome: The Board **APPROVED** the award of a three year extension to the contract for Pensions with Medigold Health with a value in excess of £1m (ex VAT and subject to indexation), and granted delegated authority to the Chief Executive Officer to execute the extension to the Medical Services contract on behalf of the NHSBSA.

c) Postal Goods and Services

Outcome: The Board **APPROVED** the extension of the existing contract with Royal Mail for a period of 6 months to the value of £2.4m (ex VAT), and granted delegated authority to the Chief Executive Officer to execute the contract extension agreement on behalf of the NHSBSA.

9. Any Other Business

The Board **RECEIVED** and **ADOPTED** the Annual Report of the Audit and Risk Management Committee 2019/20.

The Board **NOTED** the minutes from the Audit and Risk Management Committee held on 5 March 2020. The Board **NOTED** updates from the Audit and Risk Management Committee held on 30 April 2020 and 11 June 2020, and the Remuneration and Nominations Committee held on 17 June 2020.

The Board wished to thank all colleagues for their ongoing hard work and dedication in response to COVID-19, and in ensuring critical NHSBSA services continued to operate.

10. Date and Venue of the next Meeting

The next Board meeting was planned for 9 July 2020 via video conference.