**NHS Business Services Authority**

**Summary of Confirmed Minutes of the NHSBSA Board Meeting**

**held at 9.00am on 21 November 2022 via video conference.**

**Present:**

Sue Douthwaite Chair

Michael Brodie Chief Executive

Kathryn Gillatt Non-Executive Director

Karen Seth Non-Executive Director

Mel Tomlin Non-Executive Director

Brendan Brown Chief Operating Officer

Darren Curry Chief Digital, Data and Technology Officer

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

Michael Costello Head of Financial Strategy, Management and Reporting

David Walton Head of Financial Accounting and Reporting

**22/167 Apologies for Absence and Declarations of Interest**

Apologies were received from Debra Bailey and Mark Ellerby. There were no declarations of interest declared in relation to Board meeting agenda.

**22/168 Confirmed Minutes from the Audit and Risk Management Committee Meeting held on 6 July 2022**

The Board **NOTED** the minutes.

**22/169 Update from the Audit and Risk Management Committee Meeting held on 16 November 2022 – Alert, Advise, Assurance (AAA) Report**

K Gillatt gave an update on the work of the Audit and Risk Management Committee – this was summarised in an Alert / Advise / Assurance Report issued to the Board.

The Committee had reviewed the NHSBSA Annual Report & Accounts 2020/21 and noted that they would be qualified on the same basis as 2019/20, but that from 2021/22 onwards there was an opportunity to remediate the intangible asset valuation issues.

NAO had presented their Audit Completion Report, draft Audit Certificate and draft Letter of Representation. The Committee agreed to recommend the NHSBSA Board adopt the NHSBSA Annual Report and Accounts 2020/21.

The Board **NOTED** the update – and the alerts, advice and assurance provided.

**22/170 NHSBSA Annual Report and Accounts 2020/21**

A McKinlay provided an overview of the Audit Completion Report. A McKinlay thanked the NAO team and NHSBSA team for their work on completing the accounts preparation and audit. The Board recognised the team’s efforts.

The Board **ACKNOWLEDGED** receipt of the Letter of Representation. The Board **RECEIVED** and discussed the draft report and accounts and, with the recommendation from the Audit and Risk Management Committee, **APPROVED** and **ADOPTED** the NHSBSA Annual Report and Accounts 2020/21.

**22/171 Any Other Business**

A McKinlay provided a high-level overview of the Government’s Autumn Budget Statement. The Business would continue to monitor requirements from central Government, and keep the Board updated on developments.

**22/172 Date and Venue of the Next Meeting**

The next Board meeting was planned for 8 December 2022 at Stella House.