**NHS Business Services Authority**

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

**held at 11.00am on 27 April 2017**

**Present:**

Silla Maizey Chair

Nick Scholte Chief Executive

Debra Bailey Non-Executive Director (via telephone)

Mark Ellerby Non-Executive Director

Andrew Flanagan Non-Executive Director

Tim Nolan Non-Executive Director

Alistair McDonald Director of Service Delivery

Patrick McGahon Director of Finance and Corporate Services

Steven Pink Director of Change & Commercial Delivery

**In Attendance:**

Mark Dibble Corporate Secretary

Nigel Zaman Department of Health (DH)

David Jukes Head of Risk and Assurance (Item 3 only)

Jim Craig Procurement Transformation Programme (Item 5 only)

**Apologies:**

Ben Masterson DH

1. **Accounting Officer Arrangements**

Ms Maizey confirmed that Mr McDonald would become Accounting Officer and Chief Executive from 8 May 2017 following Mr Scholte’s retirement.

**Outcome:** The Board **APPROVED** the planned arrangements.

1. **Chief Executive’s Report**

Mr Scholte introduced the report, which included:

* Proposals to change the availability of gluten-free foods prescribed on the NHS; and
* Options relating to the future of NHS Supply Chain.

**Outcome:** The Board **NOTED** the Chief Executive’s report.

1. **Diversity and Inclusion Annual Report**

Mr Dibble introduced the report which provided the Board with an overview of the work undertaken during 2016/17.

*The Board had also received diversity and inclusion training during the day which focussed on how bias and discrimination can impact on recruitment and work performance and how such bias can be minimised.*

**Outcome:** The Board **NOTED** progress made in the first year of the Diversity and Inclusion Strategy 2016-19 and **APPROVED** publication of the Diversity and Inclusion Strategy Annual Report.

1. **Service Delivery Report**

Mr McDonald introduced the report, which included:

* A progress update on the implementation of EPACT 2 and positive feedback from users involved in the first stages of rollout; and
* An overview of the customer satisfaction results, including the Maternity Exemption Service’s Net Promoter Score.

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

1. **NHS Supply Chain Service Continuity Plan**

Mr Pink introduced the report, which included:

* The need for a continuity plan should the Procurement Transformation Programme fail to deliver within expected timescales,
* The process to create the continuity plan
* The importance of clarity regarding timescales for implementation of continuity planning.

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

1. **Change and Commercial Delivery**

Mr Pink introduced the report, which included:

* An update on progress for the Pacific Programme,
* Progress of NHS Supply Chain deliver planned savings; and
* Development of the Intelligent Client Co-ordinator as part of the NHS Supply Chain future operating model.

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

1. **Finance and Corporate Services Report**

Mr McGahon introduced the report, which included:

* The provisional end of year position for all NHSBSA funding streams which were expected to be within the delegated expenditure limits for 2016/17; and
* A discussion around the potential for growing the scanning service.

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

1. **Board Approval: New Business Award**

Mr Pink introduced the report which requested Board support to agree a contract with an NHS Trust for scanning and storage. The contract was expected to run for an initial term of 36 months from May 2017.

**Outcome:** The Board **APPROVED** signing this contract.

1. **Governance Report**

Mr Dibble introduced the governance report, providing an update on performance across safety, health & environmental, information governance and corporate risks.

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

1. **Any Other Business**

The Board also received and **NOTED** an update from the Remuneration and Nominations Committee.

1. **Date and Venue of the next Meeting**

The next meeting was planned for **8th June 2017** at Stella House in Newcastle.