**NHS Business Services Authority**

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

**held at 2.30pm on 31 March 2022 via video conference.**

**Present:**

Silla Maizey Chair

Michael Brodie Chief Executive

Debra Bailey Non-Executive Director

Mark Ellerby Non-Executive Director

Kathryn Gillatt Non-Executive Director

Mel Tomlin 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

Michael Costello Head of Financial Strategy, Management and Reporting

David Walton Head of Financial Accounting and Reporting

**22/54 Apologies for Absence and Declarations of Interest**

Apologies were received from Karen Seth. There were no declarations of interest declared in relation to Board meeting agenda.

**22/55 Update from the Audit and Risk Management Committee Meeting held on 31 March 2022**

K Gillatt gave an update on the work of the Audit and Risk Management Committee, following a meeting in relation to the NHSBSA Annual Report and Accounts 2019/20.

K Gillatt informed the Board that the audit work had concluded, and an agreed final position had been reached with NAO. The agreed final audit position was a narrow qualification relating to intangible asset valuation. K Gillatt thanked NHSBSA and NAO colleagues for their work and professionalism throughout the audit. M Brodie supported this statement.

The Committee had reviewed the NHSBSA Annual Report and Accounts 2019/20, including proposed wording in relation to the final audit opinion, and NAO had presented their Audit Completion Report, Audit Certificate and draft Letter of Representation. The Committee agreed to recommend the NHSBSA Board adopt the NHSBSA Annual Report and Accounts 2019/20.

The Board **NOTED** the update.

**22/56 NHSBSA Annual Report and Accounts 2019/20**

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 2019/20.

**22/57 Any Other Business**

There were no items of any other business.

**22/58 Date and Venue of the Next Meeting**

The next Board meeting was planned for 21 April 2022 at Stella House and video conference.