

## NHS Business Services Authority Summary of Minutes of the NHSBSA Board Meeting held at 10.00am on 17 September 2015.

### Present:

Silla Maizey	Chair
Nick Scholte	Chief Executive
Mark Ellerby	Non-Executive Director
Andrew Flanagan	Non-Executive Director
Malcolm Green	Non-Executive Director
David Hulf	Non-Executive Director
Alistair McDonald	Director of Service Delivery
Patrick McGahon	Director of Finance and Corporate Services
Steven Pink	Director of Change and Commercial Delivery

### In Attendance:

Mark Dibble	Corporate Secretary
Michael Richardson	Department of Health
Nigel Zaman	Department of Health
Peter Sparshot	Pensions Project Manager (Item 1 only)
Darren Curry	Business Planning and Assurance Manager (Item 4 only)
Carl Spencer	Head of Change Delivery (Item 4 only)
Mike Turner	Head of Commercial Strategy (Item 4 only)
Paul Clark	Head of Supplier Management (Item 4 only)
Miles Drew	Head of Business Performance (Item 4 only)

### 1. Change Update: Pensions Re-procurement

As part of the Board's visit to Hesketh House in Fleetwood, they had received an informal presentation by the project team prior to the Board meeting. Peter Sparshot had also joined the Board to highlight the key points. They were:

- Confirmation that progress within the project meant it was close to moving from the current 'amber' categorisation to 'green'; and
- Planned arrangements for engaging with suppliers.

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

### 2. Chief Executive's Report

The report and discussion included:

- Confirmation that the NHS Supply Chain contract extension with DHL had been signed and formalised,
- An overview of the NHSBSA's approach to the challenges of the Government-wide spending review; and
- The review of the updated balance scorecard.

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

### 3. Service Delivery Report

Mr McDonald introduced the report, which included:

- Results of the customer satisfaction work which had focussed on medical exemption and tax services,
- Progress with implementation of the 2015 Pension Scheme; and
- An update on the increased utilisation of the Electronic Prescription Service.

**Outcome:** The Board **NOTED** the Service Delivery Report.

### 4. Change Report

Mr Pink introduced the report, which included:

- Progress across projects currently underway,
- Work undertaken to prioritise projects which had resulted in a number of projects being closed or transferred to the relevant service area to be delivered as business as usual,
- An update on "red" projects and the actions to be undertaken to improve delivery performance,
- Progress with the ongoing learning and organisational development activity which supported the change programme,
- An update on progress with the digitisation and sourcing programme,
- Potential savings opportunities resulting from the introduction of digitisation; and
- An update on the Pacific Programme which remained on course to deliver the planned benefits and the expected savings targets.

Paul Clarke and Miles Drew joined the meeting to provide the Board with an overview of the Memorandum of Understanding which had been agreed between the Department of Health and NHSBSA in relation to the new NHS Supply Chain arrangements. Mr Clarke and Mr Drew also outlined current NHS Supply Chain performance which was on target to meet existing targets.

**Outcome:** The Board **NOTED** the Change Report.

## 5. Finance and Corporate Services Report

Mr McGahon introduced the report which included:

- An update on the NHSBSA's financial position which was forecasting a breakeven position at the year end,
- Progress of the improvement plan for HR shared service; and
- Confirmation of completion of the review of NHS Protect which had been submitted for ministerial consideration.

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

## 6. Corporate Governance Framework

Mr Dibble introduced the corporate governance framework which is reviewed by the Board annually. He highlighted a recent review of the NHSBSA's directions to ensure compliance.

Mr Dibble outlined the proposed amendments, including an update to the matters reserved to the Board to reflect recent discussions regarding approval of framework agreements. Members discussed the proposed changes to the corporate governance framework.

**Outcome:** The Board **AGREED** to all the proposed amendments.

## 7. Any Other Business

The Board also **NOTED** the following:

- An update on health, safety and environment performance,
- An update from the Audit Committee; and
- An update from the Remuneration Committee.

## 8. Date and Venue of the Next Meeting

The next meeting would be held on **14 October 2015**, at Stella House in Newburn.