**NHS Business Services Authority**

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

**held at 9.00am on 16 March 2017**

**Present:**

Silla Maizey Chair (except for item 8 only)

Nick Scholte Chief Executive

Debra Bailey Non-Executive Director

Mark Ellerby Non-Executive Director (Chair for item 8 only)

Malcolm Green Non-Executive Director

Andrew Flanagan 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

Ben Masterson Department of Health (DH)

Nina Monckton Head of Service – Information Services (Item 5 only)

Martin Kelsall Head of Service, Prescriptions (Item 5 only)

Darren Curry Transformation Lead (Item 5 only)

Paul Clarke Head of Supplier Management (Items 6, 7 and 8)

Jim Craig Procurement Transformation Programme (Item 8 only)

Robin Burn Transformation Programme Lead – ITIS (Item 9 only)

Clive Johnson Head of Finance (Item 9 only)

Nick O’Reilly Head of Information Technology (Item 9 only)

**Apologies:**

Nigel Zaman DH

1. **Board Effectiveness**

Ms Maizey introduced the report which presented the results of the survey. Members considered the outcomes, which were positive overall, and discussed potential action required on a number of matters which had been highlighted.

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

1. **Chief Executive’s Report**

Mr Scholte introduced the report which included:

* An update from the latest DH and NHSBSA Accountability Review meeting which had focussed on NHS Supply Chain,
* An update on financial planning for 2017/18,
* Feedback of good performance across the current range of services provided by the NHSBSA; and
* Potential risks associated with recent changes to tax regulations by HMRC, known as IR35.

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

1. **Strategy 2017-2022 and Business Plan 2017-2018**

Mr Scholte introduced the updated Strategy and Business Plan. These documents reflected previous Board discussions.

**Outcome:** The Board **ENDORSED** the Strategy and Business Plan.

1. **Service Delivery Report**

Mr McDonald introduced the report, which included:

* An update on the pilots agreed with NHS England to manage dental contracts as part of the NHSBSA’s increasing role in provider management; and
* Recent customer satisfaction results for Student Services, including the work being undertaken to further understand them.

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

1. **Electronic Prescription Service**

Mr McDonald introduced the report, which included:

* NHS Digital’s targets for the Electronic Prescription Service (EPS),
* The NHSBSA’s requirements to support significant operational change within NHS Prescription Services; and
* A wide range of analysis and insight produced by the NHSBSA’s Data Analytics and Learning Laboratory, which had identified a range of activities that should be beneficial for EPS utilisation.

**Outcome:** The Board supported the proposed plans and **NOTED** the report.

1. **Change and Commercial Delivery**

Mr Pink introduced the report which included:

* Progress towards the NHSBSA’s £1billion savings target and the planned pipeline of initiatives,
* NHS Supply Chain performance and recent customer satisfaction scores which demonstrated improvements,
* An update on the Digitisation programme; and
* An overview of the Infrastructure and Projects Authority’s (IPA) review of the IT Infrastructure and Sourcing (ITIS) programme and the associated outcomes.

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

1. **Supply Chain – Continuity Plan**

Mr Clark described the work undertaken to date to prepare a continuity plan for NHS Supply Chain. He outlined the areas of focus expected to be included in proposed continuity plans and the timings required to ensure satisfactory implementation.

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

1. **Supply Chain Category Tower Contract Award**

Mr Craig introduced the contract proposal for the award of the NHS Supply Chain category tower, in line with the future operating model arrangements. As part of this process, notice would be served upon the current provider.

The Board discussed the expected savings and service costs associated with the proposal.

**Outcome:** The Board **APPROVED** the contract award.

1. **IT Infrastructure and Sourcing Programme Outline Business Case**

Mr Pink introduced the revised ITIS Outline Business Case (OBC). The discussion included:

* The need for a revised OBC in advance of a full business case; and
* A summary of the ITIS process to date, the reasons for a revised OBC and an overview of expected timelines.

**Outcome:** The Board discussed and **APPROVED** the revised ITIS OBC

1. **Finance and Corporate Services Report and Annual Budgets**

Mr McGahon introduced the reports, which included:

* An update on the NHSBSA’s financial position for 2016/17; and
* Details of the provisional 2017/18 budget for net operating expenditure.

**Outcome:** The Board **NOTED** the reports and **APPROVED** the annual budgets for 2017/18

1. **Governance Report**

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

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

1. **Board Approval**

Mr Pink presented a report which asked for Board approval to use a Digital Outcomes & Specialist framework for a value of up to £3,000,000 over 2 years commencing April 2017. This would enable the NHSBSA to access appropriately skilled resources to support projects and transformation and would also mitigate the impact of issues relating to IR35.

**Outcome:** The Board **APPROVED** the maximum expected expenditure.

1. **Any Other Business**

The Board also received and **NOTED** updates from the Remuneration and Nominations Committee and the Audit and Risk Management Committee.

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

The next meeting was planned for **27th April 2017** at Stella House in Newcastle.