

**Confirmed Minutes of the NHSBSA Public Meeting held at 4.00pm on
Wednesday 18 July 2018 in the
Board Room, Stella House, Newcastle upon Tyne.**

Present:

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| Silla Maizey | Chair |
| Alistair McDonald | Chief Executive |
| Mark Dibble | Executive Director of Corporate Services and Corporate Secretary |
| Andy McKinlay | Executive Director of Finance and Commercial Services |

In Attendance:

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| David Jukes | Head of Governance and Secretary to the Board |
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Ms Maizey welcomed those present to the NHS Business Services Authority's Annual Public Meeting. Ms Maizey noted no members of the public were present.

PM18/01 Apologies for Absence

Apologies were received from Debra Bailey, Mark Ellerby, Andrew Flanagan, Allison Newell, Tim Nolan and Karen Seth.

PM18/02 Introduction to the NHS Business Services Authority

Ms Maizey noted that the hard copies of the NHSBSA Annual Report and Accounts 2017/18 received by the business the previous day were missing the final page. This was due to an error made by the supplier responsible for printing. Mr Jukes had subsequently been in contact with the Department of Health and Social Care (DHSC) Legislation and Briefing Officer, who had confirmed that he would re-lay the Annual Report and Accounts upon receipt of the corrected document. Ms Maizey confirmed that arrangements had been made to ensure this was carried out. Full copies of the document were available at the meeting.

Ms Maizey presented a summary of the NHS Business Services Authority's recent history, the organisational restructure completed during 2017/18, and the organisation's strategy.

She reminded members that the NHSBSA's Strategy and Business Plan were available on the website.

She thanked all colleagues for their hard work during the last year and congratulated them for their many achievements.

PM18/03 Performance 2017/18

Mr McDonald presented details of the NHSBSA's key achievements during the last year, focussing on progress towards each of the organisation's key strategic goals, certifications and awards, and key areas of development.

He reminded members that the Annual Report and Accounts were available on the website.

PM18/04 Overview of Annual Accounts 2017/18

Mr McKinlay presented key aspects of the NHSBSA's financial performance during the year. He confirmed the NHSBSA had achieved all its financial targets.

PM18/05 Questions from the Public

No members of the public were present.

PM18/06 Any Other Business

There were no matters of any other business.

PM18/07 Date of Next Public Meeting

The next public meeting of the NHSBSA Board was likely to be held in July 2019 although this date would be confirmed nearer the time.