

## NHS Business Services Authority

### Summary of Minutes of the NHSBSA Board Meeting held at 12.30pm on 17 October 2019 at Stella House, Newburn Riverside, Newcastle Upon Tyne.

#### Present:

Silla Maizey	Chair
Michael Brodie	Chief Executive
Debra Bailey	Non-Executive Director
Mark Ellerby	Non-Executive Director
Andrew Flanagan	Non-Executive Director
Tim Nolan	Non-Executive Director
Karen Seth	Non-Executive Director
Mark Dibble	Executive Director of Corporate Services
Andy McKinlay	Executive Director of Finance and Commercial Services
Allison Newell	Executive Director of Strategy, Performance, Business Development and Growth

#### In Attendance:

Lucy Horgan	Department of Health and Social Care (DHSC)
Nigel Zaman	Department of Health and Social Care (DHSC)
David Jukes	Head of Governance and Secretary to the Board
Nick O'Reilly	Chief Technology Officer (item 4 only - ITIS)
Brendan Brown	Director of Citizen Services (item 4 only – EU Exit)
Matt Graham	Technology Applications Developer (item 4 only – EU Exit)
Hollie Edminson	Service Delivery Manager (item 4 only – EU Exit)

#### 1. Chief Executive's Report and Balanced Business Scorecard

Mr Brodie presented the Chief Executive's Report, highlighting the key points, including:

- Mr Brodie's ongoing work reconnecting with the business;
- NHSBSA external relationship development, including NHSX, NHS England/ Improvement and Public Health England (PHE);
- NHSBSA Strategy and Business Plan review work;
- Leadership Team visit to the National Disruption Response Line, Overseas Healthcare Services and the Loss Recovery Services;
- Public Accounts Committee (PAC) report on Penalty Charge Notices in Healthcare, and
- update on NHSBSA Annual Report and Accounts 2018/19

The Board reviewed the NHSBSA's performance using the Balanced Business Scorecard.

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

## 2. Finance Report

Mr McKinlay presented the Finance Report highlighting key points, including the current financial position.

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

## 3. Board Approvals

### a) Supply, Installation and Removal of Office Furniture

Mr McKinlay presented the Supply, Installation and Removal of Office Furniture summary paper.

**Outcome:** The Board **APPROVED** the award of a four year (three years plus one year optional extension) contract to Flexiform to allow the provision of the removal, supply and installation and reconfiguration of office furniture for the estate to be procured under a call-off contract up to a maximum total contract value of £2,017,864.35, and **APPROVED** delegated authority to the NHSBSA Chief Executive Officer to execute the contract extension on behalf of the NHSBSA.

## 4. Any Other Business

The Board received and **NOTED** an EU Exit Update report, and an IT Infrastructure and Sourcing (ITIS) Programme Update report.

The Board **NOTED** an update from the Remuneration and Nominations Committee meeting held on 16 October 2019.

The Board wished to thank all colleagues involved in the ongoing development of the NHSBSA Strategy and Business Plan 2020/21, all colleagues involved in the ITIS Programme and all colleagues involved in EU Exit preparations

## 5. Date and Venue of the next Meeting

The next Board meeting was planned for 5 December 2019 at Stella House, Newcastle.