

NHS Business Services Authority

Summary of Minutes of the NHSBSA Board Meeting held at 9.00am on 5 December 2020 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
Andrew McKinlay	Executive Director of Finance and Commercial Services
Allison Newell	Executive Director of Strategy, Performance, Business Development and Growth

In Attendance:

Eric Finton-James	Department of Health and Social Care (DHSC) (Items 1 to 7 only)
Melinda Johnson	Department of Health and Social Care (DHSC)
Steve Oldfield	Department of Health and Social Care (DHSC) (Items 1 to 7 only)
Nigel Zaman	Department of Health and Social Care (DHSC)
David Jukes	Head of Governance and Secretary to the Board
Brendan Brown	Director of Citizen Services (items 3 to 7 only)
Gordon Coyne	Director of NHS Workforce Services (items 3 to 7 only)
Martin Kelsall	Director of Primary Care Services (items 3 to 7 only)
Nina Monckton	Chief Insight Officer (items 3 to 7 only)
Lisa Moran	Head of Digital Services (items 3 to 7 only)
Nick O'Reilly	Chief Technology Officer (items 3 to 7 only)
Anna Caine	Lead Digital Delivery Manager & Product Owner (item 3 only)
Leigh Chapman	Head of HR Shared Services (item 3 only)
Chris Dawson	Head of Service – NHS Pensions (item 3 only)
David Roberts	Head of Service – NHS Jobs (item 3 only)

Paul Spooner	NHS ESR Programme Director (item 3 only)
Miranda Sykes	Head of Communications and Marketing (item 11 only)
Katie Wilkie	Head of HR (item 11 only)

Apologies for Absence and Declarations of Interest (Register of Interests – Formal Review):

There were no apologies received. There were no declarations of interest declared in relation to the Board meeting agenda.

The Board confirmed that they had read and understood the NHSBSA Conflicts of Interest Policy and Procedure.

Interests declared by members of the NHS Business Services Authority Board are as follows:

Chair

Silla Maizey	<ul style="list-style-type: none"> • Director, Saffron Solutions Ltd • Non-Executive Director, John Menzies plc • Non-Executive Director, Crown Commercial Service (CCS) • Non-Executive Director, Network Rail
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Non- Executive Directors

Andrew Flanagan	<ul style="list-style-type: none"> • Member of Advisory Board, NHS NELCSU • Non-Executive Director, Criminal Injuries Compensation Authority
Mark Ellerby	<ul style="list-style-type: none"> • Nothing Declared
Debra Bailey	<ul style="list-style-type: none"> • Chief Information Officer, Telefonica UK
Tim Nolan	<ul style="list-style-type: none"> • Partner, LORW LTD Management Consultancy • Director, LORW Investments Ltd • Governor, Royal Marsden NHS Foundation Trust • Non-Executive Member, Departmental Audit and Risk Assessment Committee (DARAC), Department of Work and Pensions (DWP)
Karen Seth	<ul style="list-style-type: none"> • HR Director, Funeralcare, Life Planning and Legal Services, Co-op • Trustee, Reuben’s Retreat

Executive Directors

Michael Brodie
Chief Executive

- Member of Council, Chartered Institute of Public Finance and Accountancy (CIPFA)
- Chair of Health and Social Care Faculty Board, Chartered Institute of Public Finance and Accountancy (CIPFA)
- Executive Committee Member - Chartered Institute of Public Finance and Accountancy (CIPFA) North East
- Independent Member of Audit and Risk Committee, SCOPE
- Member of Oversight Board and Chair of Audit and Risk Committee, National Infrastructure Commission
- Elected Member of Committee, Ashington Cricket Club
- Trustee, Community Foundation

Mark Dibble
Director of People and
Corporate Services

- Director, Personal Development Academy Ltd

Andy McKinlay
Executive Director of
Finance &
Commercial

- Parent Governor, Allerton Grange High School

Allison Newell
Executive Director of
Strategy, Performance,
Business Development
& Growth

- Nothing Declared

The Board **NOTED** the report.

1. Chief Executive's Report

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

- the upcoming General Election on 12 December 2019;
- external stakeholder engagement work;
- internal Leadership Team and Governance arrangements, and
- the launch of 'Catalyse' sessions – with senior leaders from across the health and care system presenting to the NHSBSA leadership community.

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

2. Strategy and Business Planning Update

Ms Newell provided the Board with an update on the development of the Business Plan for 2020/21 and Strategy for 2020-23, and provided an overview of the proposed changes to the NHSBSA Strategy. The Board agreed that the changes were appropriate. Ms Newell also highlighted the current timeline for development and publication.

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

3. Strategic Ambition Update: Workforce

Mr Coyne introduced the Workforce Services Senior Management Team and provided an overview of the department, its vision, strategy and the Workforce Strategic Ambitions, along with the delivery roadmap for each area – supported by Mr Roberts, Ms Caine and Mr Spooner.

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

4. EU Exit Update

Mr Brown provided the Board members with an update on EU Exit, and the actions being taken by the NHSBSA.

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

5. ITIS Update

Mr O'Reilly presented the report providing an update to the Board on the progress of the ITIS programme.

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

6. Balanced Business Scorecard (BBS) and Board Performance Report (BPR)

Ms Newell introduced the report, reviewing performance in the reporting period, supported by the representatives from each of the service areas. The Board discussed the performance of each service.

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

7. Strategic Ambition Update: Data Strategy

Ms Monckton presented the Data Strategy Update highlighting key points.

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

8. Health and Social Care System Update

Ms Newell presented the Health and Social Care System Update paper, providing the Board with a summary of recent activity across the health and care system.

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

9. Finance and Commercial Report

Mr McKinlay presented the Finance and Commercial Report highlighting key points, including the revenue and capital position, and the commercial update.

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

10. Annual Report and Accounts 2018/19 Update

Mr McKinlay provided an update on progress with the audit of the NHSBSA accounts, and the plan for completion, certification and laying.

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

11. People Update – Employee Engagement/ Shadow Board

Mr Dibble and Ms Sykes gave an overview of the 2019 Employee Engagement Survey, and next steps.

Mr Dibble presented the Shadow Board Proposal report. The Board discussed the proposal, agreeing to support the launch in April 2020, reviewing on an ongoing basis across the financial year.

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

12. Board Approvals

a) Insight Cloud Re-procurement

Outcome: The Board **RATIFIED the APPROVAL** of the Insight Cloud contract which had been made between Board meetings, on 26 November 2019.

The Board had **APPROVED** the award of a 12 month contract to Oracle Corporation UK Ltd for the purchase of Oracle Universal Credits to run Oracle cloud products and services for the existing Data Warehouse and Business Intelligence solution, for the agreed total contract value of £1,254,026 ex VAT, and granted delegated authority to the Chief Executive Officer to execute the contract.

b) Data Warehouse Improvements Partner

Mr McKinlay presented the Data Warehouse Improvements Partner summary paper.

Outcome: The Board **APPROVED** the award of a 24 month contract to Rittman Mead Consulting Ltd who would act as a partner to the NHSBSA to help make improvements to the data warehouse, with the initial Statement of Works costing £36,805 ex VAT and for future Statement of Works to be agreed and called-off under this contract, up to a maximum total contract value of £1,400,000 ex VAT, and delegated authority to the Chief Executive Officer to execute the contract on behalf of the NHSBSA.

c) Postal Goods and Services

Mr McKinlay presented the Postal Goods and Services summary paper.

Outcome: The Board **APPROVED** the extension of the existing contract with Royal Mail for a period of 6 months to the value of £2.4m ex VAT, and delegated authority to the Chief Executive Officer to execute the contract extension agreement on behalf of the NHSBSA.

13. Any Other Business

The Board **NOTED** confirmed minutes from the Audit and Risk Management Committee meetings held on 5 June 2019 and 10 July 2019.

The Board **NOTED** an update from the Audit and Risk Management Committee meeting held on 20 November 2019. NAO had presented the NHS Pension Scheme Planning Report for 2019/20. Members discussed the proposed approach and **AGREED** the key issues highlighted in the report.

The Board **NOTED** confirmed minutes from the Remuneration and Nominations Committee meeting held on 5 June 2019.

The Board wished to thank all colleagues who had completed the Employee Engagement survey, and congratulated all colleagues involved in the NHSBSA's collaboration with Wessex Academic Health Science Network on polypharmacy comparators which had had won the HSJ Patient Safety Award.

14. Date and Venue of the next Meeting

The next Board meeting was planned for 20 December 2019 via telephone.