

## NHS Business Services Authority

### Summary of Minutes of the NHSBSA Board Meeting held at 9.00am on 12 March 2020 via telephone.

#### Present:

Silla Maizey	Chair
Michael Brodie	Chief Executive
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 People and Corporate Services
Andy McKinlay	Executive Director of Finance and Commercial Services
Allison Newell	Executive Director of Strategy, Performance, Business Development and Growth

#### In Attendance:

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
Gordon Coyne	Director of NHS Workforce Services
Darren Curry	Chief Digital Officer
Martin Kelsall	Director of Primary Care Services
Nina Monckton	Chief Insight Officer
Nick O'Reilly	Chief Technology Officer
Miranda Sykes	Head of Communications and Marketing

#### Apologies for Absence and Declarations of Interest:

Apologies for absence were received from Debra Bailey. There were no declarations of interest declared in relation to the Board meeting agenda.

#### 1. Chief Executive's Report

M Brodie started by thanking all colleagues for their efforts, and going above and beyond the call of duty, in relation to COVID-19.

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

- COVID-19 response update;
- Ministerial Team for Health and Social Care - February 2020 changes;
- ongoing relationship building work with external stakeholders;
- Accountability Review meeting between the NHSBSA and DHSC;
- update on NHSBSA leadership development 'Catalyse' sessions, and
- NHSBSA Balanced Business Scorecard and service performance.

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

## 2. NHSBSA Strategy 2020-21, Business Plan 2020/21 and Annual Budget 2020/21

**Outcome:** The Board **APPROVED** the NHSBSA Strategy 2020-23, Business Plan 2020/21 and NHSBSA Budget 2020/21, subject to confirmation from DHSC.

## 3. ESR Business Case

An overview was provided of the ESR Re-procurement Strategic Outline Case (SOC), and details of the background to the project, timeline and next steps.

**Outcome:** The Board reviewed the SOC. The Board **APPROVED** the SOC and submission to the DHSC Investment Committee.

## 4. ITIS Business Case

An overview was provided of the ITIS project Full Business Case (FBC) Addendum, including an update on the current position of the project.

**Outcome:** The Board reviewed the FBC. The Board **APPROVED** the FBC and submission to the DHSC Investment Committee.

## 5. Health and Social Care System Update

A 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.

## 6. Finance and Commercial Report

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

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

## 7. People Update – Employee Engagement

M Dibble and M Sykes provided an update on the actions being taken by the business following the Employee Engagement Survey 2019, including how results were shared, the development of a Corporate Action Plan, key themes and next steps.

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

## 8. Commercial Board Approvals

### a) Soft and Hard Facilities Management

**Outcome:** The Board **APPROVED** the extension of the two contracts: 1) with Compass Contract Services Ltd, for the provision of soft FM services, and 2) with Kier Facilities Services Ltd, for the provision of hard FM services, from 1 April 2021 to 31 March 2022, and delegated authority to the Chief Executive Officer to execute the contract extension agreements on behalf of the NHSBSA.

## 9. Any Other Business

The Board reviewed and **NOTED** the results of the Board Effectiveness Review. The Board discussed and **NOTED** plans to introduce a Shadow Board.

The Board **NOTED** the minutes from the Audit and Risk Management Committees held on 20 November 2019 and 20 December 2019. The Board **NOTED** updates from the Audit and Risk Management Committee held on 5 March 2020, and the Remuneration and Nominations Committee held on 11 March 2020.

S Maizey thanked all colleagues for their ongoing work in response to COVID-19, and recognised the personal sacrifices being made to help ensure the NHSBSA's services continued to operate, and in supporting the broader health and care system in a number of different areas.

## 10. Date and Venue of the next Meeting

The next Board meeting was planned for 23 April 2020 via telephone.