**NHS Business Services Authority**

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

**held at 10.00am on 5 September 2023 via video conference.**

**Present:**

Michael Brodie Chief Executive

Kathy Gillatt Non-Executive Director

Mel Tomlin Non-Executive Director (Meeting Chair)

Brendan Brown Chief Operating Officer

Darren Curry Chief Digital, Data & Technology Officer

Mark Dibble Executive Director of People and Corporate Services

Andy McKinlay Executive Director of Finance, Commercial and Estates

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

**In Attendance:**

Nigel Zaman Senior Programme Manager, Department of Health and Social Care (DHSC)

Tony Neal Governance and Assurance Manager (Minutes)

Chris Calise Head of Workforce Retirement Services

Michael Costello Head of Financial, Strategy, Management & Reporting

John Douglas NHS Pension Scheme Finance Manager

David Walton Head of Financial Accounting & Reporting

**23/124 Apologies for Absence and Declarations of Interest**

Apologies were received from Debra Bailey, Sue Douthwaite and Karen Seth. It had been agreed that Mel Tomlin would chair the meeting on behalf of Sue Douthwaite. There were no declarations of interest declared in relation to Board meeting agenda.

**23/125 Minutes of the Meeting held on 6 July 2023 and the Annual Public Meeting on 1 August 2023**

The minutes of the previous meetings were **AGREED** as an accurate record.

**23/126 Matters Arising and Outstanding Actions from Previous Meetings**

The Board discussed outstanding actions. All actions were complete or not yet due.

The Board **NOTED** completed actions.

**23/127 Update from the Audit and Risk Management Committee Meeting held on 5 September 2023**

K Gillatt gave an update on the work of the Audit and Risk Management Committee.

The Board **NOTED** the report and **ACKNOWLEDGED** receipt of the NHS Pension Scheme Accounts Audit Status Report from External Audit.

The Board **NOTED** the update.

**22/128 NHS Pension Scheme Accounts 2022/23**

A McKinlay presented the NHS Pension Scheme Accounts 2022/23. With the recommendation of the Audit and Risk Management Committee, K Gillatt proposed the Board approve and adopt the NHS Pension Accounts 2022/23 – subject to the minor updates highlighted.

The Board **ACKNOWLEDGED** receipt of the Audit Completion Report, Audit Certificate and Letter of Representation. The Board **RECEIVED** and discussed the draft report and accounts and, with the recommendation from the Audit and Risk Management Committee, **APPROVED** and **ADOPTED** the NHS Pension Scheme Accounts 2022/23.

The Board wished to thank all colleagues involved in the production and audit of the accounts.

**23/129 Any Other Business**

There were no items of any other business.

**23/130 Communications from the Meeting**

The Board wished to thank all colleagues involved in the production and audit of the NHS Pension Scheme Accounts 2022/23.

**23/131 Forward Agenda**

The Board **NOTED** the forward agenda.

**23/132 Date and Venue of the Next Meeting**

The next Board meeting was planned for 14 September 2023.