

**Minutes of the Board Meeting Part 2 – Confidential  
Thursday 31 March 2016 - Southside, London**

**Present:**

Professor Sir Malcolm Grant	Chairman
Simon Stevens	Chief Executive
David Roberts	Vice Chair
Lord Victor Adebawale	Non-Executive Director
Professor Sir John Burn	Non-Executive Director
Margaret Casely-Hayford	Non-Executive Director
Dame Moira Gibb	Non-Executive Director
Noel Gordon	Non-Executive Director
Paul Baumann	Chief Financial Officer
Jane Cummings	Chief Nursing Officer
Ian Dodge	National Director: Commissioning Strategy
Sir Bruce Keogh	National Medical Director
Karen Wheeler	National Director: Transformation and Corporate Operations

**Apologies:**

Richard Barker	Interim National Director: Commissioning Operations
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**In Attendance:**

Tom Easterling	Chairman’s and Chief Executive’s Office
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**Secretariat:**

Lesley Tillotson	Deputy Board Secretary
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Ref	Minute
<b>1.0</b>	<b>Opening Administration</b>
1.1	Apologies were received from Richard Barker, Interim National Director: Commissioning Operations.  There were no declarations of interest over and above those held on record.
<b>2.0</b>	<b>Minutes of Previous Meetings</b>
2.1	The minutes of the meeting held on 25 February 2016 were accepted as an accurate record. There were no matters arising.
<b>3.0</b>	<b>Draft Annual Report</b>
	Karen Wheeler introduced the report, advising the Board that the purpose was to provide an update on progress in the preparation of NHS England’s Annual Report and Accounts for 2015-16.
3.1	The Board noted the progress and key dates as outlined.
<b>4.0</b>	<b>Draft Agendas for Board Meeting in May 2016</b>
	The draft day plan and agendas for the Board meeting in May were agreed
<b>5.0</b>	<b>Any Other Business</b>
5.1	Karen Wheeler updated the Board recent an incident within Shared Business Services (SBS) who run part of the Primary Care Support Service System until 1 April 2016. SBS alerted NHS England and the Department of Health to this on 16 March 2016.  The National Team are currently reviewing the situation to ascertain the scale of the issue and an appropriate communication plan is currently being developed.
5.2	Board members thanked Karen for the update, and requested that the Audit

	Committee subsequently review the issue, at which time a request will be made that the Internal Audit team review the processes within SBS, irrespective of the contract, to be sure that all other services that SBS provide to NHS England are robust.
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**Date of Next Meeting: 25 May 2016, Southside, London**

<b>Agreed as an Accurate Record of the Meeting</b>	
<b>Date:</b>	
<b>Signature:</b>	
<b>Name:</b>	Professor Sir Malcolm Grant
<b>Title:</b>	NHS England Chairman