

NHS Confederation (Employers) Co Ltd Board Meeting

30 January 2013
Brewery Wharf, Leeds

Notes of the Meeting

Directors in attendance

Michael O'Higgins (Chair)
Edward Colgan (Non-executive Director)
Mike Farrar (Chief Executive, NHSC)
Sheila McKenzie (Director of Finance and Resources)
Dean Royles (Director, NHSE)

Apologies

Jo Cubbon (Non-executive Director)
Gill Bellord (Director, Employment Relations & Reward, NHSE)
Sue Covill (Director, Employment Services, NHSE)
Darren Aldrich, (Comms, NHSE)

Also in attendance

Karen Charman,
(Director of Engagement, NHSE)
Wendy Jones (Business Officer, NHSE)

Welcome

1. Michael O'Higgins (Chair) opened the meeting.

Apologies

2. Apologies were accepted from Jo Cubbon, Gill Bellord, Sue Covill and Darren Aldrich.

Paper 1

Notes of the meeting held 17 September 2012

3. The notes were **agreed**.

Paper 2

Action tracker/matters arising

4. Analysis of contract variation: This has been undertaken. There are no areas of concern at the moment but this will be kept under review.
5. Recruitment of non-executive directors: The board agreed to put the matter on hold.

Director's Report

6. Dean Royles provided an overview of the different remits of the policy board and company board and discussed NHSE's vision, mission and strategy. He highlighted

NHSE's role of chief negotiator for the NHS and its relationship with the NHS Staff Council.

7. He advised the board about changes to the senior management team. Karen Charman is returning to NHSE as Director of Engagement following her secondment to NHS CB. NHSE will then have three directors; Gill Bellord (pay, terms & conditions), Sue Covill (employment services/Francis) and Karen (engagement, SPF, regional HRDs and comms). Maggie Evans has also returned from secondment at HEE as the Confederation's Head of Legal & Compliance with responsibility for overseeing NHSE's contracts and governance.
8. On behalf of the board Dean thanked Jo Cubbon for stepping in as interim chair.

Chief Executive's Report

9. MF said it was really important to help people coming into the health arena to understand what NHSE does and especially how its work is closely linked to the government's mandate.
10. He welcomed a greater synergy between NHSC and NHSE and is working with DR on joint agendas which combine their efforts and capitalise on their natural harmony. He expressed his confidence in NHSE's management and uses every opportunity to promote the organisation.
11. The Confederation had positioned itself well around the Francis report and had received strong endorsement from the Secretary of State. Mike said that publication of the report offered a major opportunity for Employers to provide support to the service on some of the issues.
12. MOH agreed that effective communication of NHSE's mandate was key and encouraged the board to take every opportunity to do this.

Paper 3

Strategic Risk Register

13. The board discussed the potential challenges and risks of failing to communicate NHSE's role to the new organisations such as CCGs and local authorities. The board agreed that more could be done to reach new audiences and reinforce NHSE's role and mandate from both government and the Treasury and that every opportunity should be taken to highlight the synergy between the two organisations.
14. SM will undertake a review of the risk ratings in the report. **Action: SMcK/WJ**
15. The board noted the report.

DH Contract Refresh

16. DR reported on the refresh of the DH contract which he anticipated would be signed off very soon. The board noted the report.

Paper 4

Business Development

17. DR presented a progress report on the commercial projects under consideration by NHSE. MOH suggested that it would be timely to reassess the seven strategic themes identified in April 2012 **Action: MOH/SW**
18. The board noted the report.

Paper 5

Transfer of SHA staff

19. DR introduced the paper on the transfer of SHA services to NHSE.

20. Karen Charman praised the work that had gone into transitioning the SHA staff to NHSE. She said it was a great opportunity that would give NHSE a national presence and perspective.
21. DR acknowledged that some of the functions outlined in the paper may change depending on current priorities/requirements.
22. The board noted the paper.

Paper 6

NHSE Business Plan 2013/14

23. DR presented the draft NHSE business plan.
24. SM felt the plan could highlight some of the forward thinking ambitions.
25. DR acknowledged that some targets had remained the same as in 2012/13, however, he was cautious given the changes in NHS architecture and restructuring ahead.
26. The board discussed whether other measures could be used such as feedback from surveys/conferences. MOH suggested a focus on sharper outputs. Dean welcomed the suggestions from the board. Further drafting will take place and the final plan circulated to the board for their approval in March. **Action: DR/WJ**

Paper 7

Integrated Performance Report

27. DR presented the performance report. The board debated what checks/measures could be developed that would provide them with reassurance that targets were being met. Annex D of the report also highlights some of the key meetings Dean has attended with influential people in the new organisations.
28. EC asked if NHSE should be trying to secure MoUs with the new organisations. DR said that he is in discussion with NTDA and HEE on proposals for joint working and is collaborating with the Leadership Academy on delivering joint events.
29. The board noted the report.

Paper 8

Finance

30. SM presented the financial statement. NHSE is in a sound financial position and this should continue to year end.
31. SM clarified the position on reserves for the benefit of the board.
32. MOH speculated what NHSE could provide for free that would demonstrate our added value. Dean drew attention to the help and support NHSE had provided for employers at the time of the industrial action which was free of charge and very well received.
33. The board noted the finance report.

Paper 9

Approvals

34. Dean suggested 'Approvals' should become a standing agenda item going forward. He alerted the board to the possibility of three or four additional contracts that may need consideration before the end of the financial year and these would have to be done offline. The board **agreed** to take things forward on that basis.
35. DR introduced Paper 9 which sought approval from the board for a contract variation (CV) between DH and NHSE for work to support the Education Outcomes Framework (EOF) Development Programme.
36. The board **approved** the project.

Any other business

37. MF congratulated Dean on his achievement in being named as HR Magazine's 'most influential practitioner in HR'. This was a fantastic achievement against strong competition.
38. Date of next meeting: MOH proposed that the next meeting be allied to the strategy away day planned for 29 May. **Action: WJ**

Wendy Jones
NHSE Corporate Management