

**Held on Wednesday 9 June 2010 at 10.00am
in the Board Room**

Minutes

Present:	Non-Executive Directors	Executive Directors (including Board members) (‘v’ denotes Voting Executive)
	Mr Chris Creswick (Chair) Mrs Sally Calverley Mr Grahame Paine Dr George Reah Mr Ian Turner	Mrs Lorene Read (v) Mrs Alison Kingscott Ms Bronwen Bishop (v) Mr Ian Bramley (v) Mr Rob Little (v) Mrs Chris Bryant
Apologies:	Ms Jude Ferguson, Dr Patricia Woodhead, Mr Nick Gallegos, Ms Claire Leandro, (North Somerset Council), Dr Paul Phillips (NHS North Somerset), Mrs Sue Palmer, Mr Alan Richardson (Crossroads)	
In Attendance:	Mr Mike Lyall (Community Services Committee/NHS North Somerset), Mrs Sally Moores, Mr John Hurley	

The Meeting commenced at 10.02am.

Actions

Mr Turner advised that Mr Creswick had been delayed and that he would start the meeting in his absence.

437.10 Declarations of Interest

There were no declarations of interest.

438.10 Annual Report & Accounts 2009/2010

Mr Turner confirmed that the Annual Report and Accounts for 2009/2010 had been examined at the Audit & Assurance Committee on Monday 7 June, when a number of changes had been requested, and these changes appeared to have been made. Dr Reah commented that he had passed details of two small incorrect items on to Mr Hurley for amendment in the final version.

Discussion took place during which Mrs Read expressed concern that unlike previous years as Chief Executive, she

had not been made aware of any of the changes requested by the Audit & Assurance Committee. Mrs Read advised that as the signatory for the accounts and Accountable Officer she would expect to be involved in such discussions. Various Board Members expressed unease at not having received papers in a timely fashion, and having therefore been unable to consider the contents as fully as they would have wished.

Actions

It was agreed that for next years accounts:

- The Chief Executive will be invited to the relevant Audit & Assurance Meeting RL
- A copy of the draft Annual Report and Accounts will be sent out to other Board members when they are issued to the Audit & Assurance Committee, on the understanding that they are in draft and for information only. RL

Mr Creswick arrived 10.06am.

Mr Creswick took over as Chair. Mr Turner continued to present the Annual Report and Accounts in his position as Chair of the Audit & Assurance Committee.

Mr Turner made reference to the Annual Governance Report and brought the Board's attention to the following matters:

- The key messages on page 4 confirm an unqualified audit opinion; confirm that the financial statements were free from material error; and confirm that there was an adequate internal control environment.
- The statement regarding Value for Money was disappointing as it contained two exceptions in relation to data quality and the estates strategy. However the Board were already aware of both issues and of the work currently being undertaken to rectify the situation.

Discussion took place on the timescales in relation to the Data Quality Plan and a report will be prepared for the July Board meeting to cover the Auditors comments on data quality, the action plan and progress to date. Mrs Read will decide which Executive Director will now take the lead on this issue. LR

Mr Turner handed over to Mr Little, who took the Board briefly through the Annual Report and Accounts, highlighting issues of note as follows:

	<u>Actions</u>
▪ The Trust has achieved its statutory financial duties.	RL
▪ The accounts were now produced to International Financial Reporting Standards.	RL
▪ Impairment was discussed and it was agreed that a 'laymans' explanation would be prepared for use at the Annual General Meeting or in other settings where the term might be queried. The Board noted that page 69 contained a technical description of impairment.	RL
▪ It was noted that the chart on page 4 was partly 'off page' and this would be rectified.	RL
▪ For the avoidance of doubt, the figure of 75.2% for the Local Cancer Network year end performance for referral to 1 st outpatient on the chart on page 7 was not a misprint, it reflected the impact of performance elsewhere.	IB
▪ The second paragraph in 'Complaints' on page 23 is ambiguous and Mr Bramley will re-write.	IB
▪ The Board noted that the majority of the content of the document was in a prescribed format however in response to a question from Mr Lyall, Mr Creswick confirmed that Mrs Welch, the Trust's Head of Communications, would discuss the content and language to be used in the Annual Review and at the Annual General Meeting with him to ensure that it was as user friendly and free of 'jargon' as possible.	CW
▪ On page 26, Mrs Calverley's name was spelt incorrectly.	RL

Mr Little went on to explain the Statement of Chief Executive's Responsibilities and Director's Responsibilities in relation to the accounts.

It was noted that the Letter of Representation was in a standard format, however the heading of the 2nd paragraph will be checked with the Auditors to ascertain whether the word 'financial' needs to be inserted.

Mr Turner confirmed he was happy to accept the Annual Report and Accounts, as did Mrs Read.

Mr Creswick thanked Mr Turner, Dr Reah, Mr Paine and Mr Little and his colleagues for finalising the accounts within the tight timescales.

The Board:

- Adopted the final accounts for the year ending 31 March 2010.**
- Confirmed that the accounts had been prepared on a going concern basis**

	<u>Actions</u>
<ul style="list-style-type: none">▪ Approved the Letter of Representation from the Trust's external auditors▪ Approved the Operating and Financial Review for inclusion in the Trust's Annual Report.	RL

Dr Reah noted that the whole process had been much smoother this year in spite of the points noted in 438.10 and that the Board's appreciation should be passed to the Finance Department.

439.10 Any Other Business

Mr Paine submitted a paper on the Patient Safety Review.

Mr Paine advised the Board that the newly formed Steering Committee had met recently and he provided the Board with a brief update during which it was noted that:

- The two amendments requested to the Terms of Reference were agreed, with a note that the Committee was to ensure it kept to its primary focus.
- The Committee will provide a paper for the September Board giving recommendations, however it would feed any suggestions back immediately to the relevant lead Executive Director in case interim action was required.
- The next meeting will be looking at complaints and governance within the Trust.

The Board noted the Patient Safety Review update and agreed to receive the recommendations from the Steering Committee as proposed.

Dr Reah requested a date for the Annual General Meeting in September. Mrs Read will ask Mrs Welch to publicise the date.

LR

The Meeting concluded at 11.25pm.

DATE OF NEXT MEETING

Wednesday 7 July 2010 at 10.00am in the Academy Lecture Theatre