

The Shrewsbury and Telford Hospital NHS Trust

SPECIAL TRUST BOARD MEETING

Held on Thursday 9 June 2011 at 5 pm in Meeting Room 1, Treatment Centre,
Royal Shrewsbury Hospital

PUBLIC SESSION MINUTES

Present:	Dr J Davies	Chair
	Mr M Beardwell	Vice Chair/Non Executive Director (NED)
	Mr D Jones	Non Executive Director (NED)
	Mr B Simms	Non Executive Director (NED)
	Mrs S Assar	Non Executive Director
	Dr P Vernon	Non Executive Director
	Mrs T Cookson	Chief Operating Officer
	Dr RA Fraser	Medical Director
	Mr N Nisbet	Finance Director (FD)
	Mrs J Clarke	Director of Risk & Compliance (DCRM)
	Mrs D Vogler	Director of Strategy
In attendance	Mr C Benham	Associate Director of Finance – Financial Accounting
Apologies:	Mr A Cairns	Chief Executive
	Mrs V Morris	Director of Quality & safety (Executive Nurse)

- 2011.1/69 WELCOME AND ANNOUNCEMENT:** The Chair welcomed everyone to this Special meeting of the Trust Board which had been called to adopt the 2010/11 Draft Annual Accounts.
- 2011.1/70 DECLARATION OF INTERESTS** – there were no declarations of interests relating to matters on the agenda.
- 2011.1/71 MINUTES OF THE PREVIOUS FORMAL BOARD MEETING** held on 26 May 2011 will be taken to the next Trust Board meeting to be held 30 June 2011.
- 2011.1/72 ADOPTION OF THE 2010/11 DRAFT ANNUAL ACCOUNTS AND APPROVAL OF THE MANAGEMENT REPRESENTATION LETTER**

The Finance Director (FD) introduced the item and advised that the Draft Annual Accounts had been through two Audit Committee meetings and adopted, by the Audit Committee earlier in the afternoon of 9 June 2011. The Draft Annual Accounts for 2010/11 were presented for formal sign off and adoption by the Board.

In addition the Board is required to make certain management representations to provide assurance that the Accounts have been accurately prepared in accordance with all relevant standards and requirements. A copy of the Management Representations letter for 2010/11 was TABLED for the Board to approve.

An amendment to Page 22 s10.5 of the accounts was tabled which reflected that there had not been any extra-contractual exit packages for staff leaving in 2010-11. The DCRM confirmed that advice from the Trust's solicitors had been sought on this matter and that all payments made were contractually due.

Mr Jones (NED) – Chair of the Audit Committee – said that the Audit Committee was content that the Annual Accounts reflected the position of the Trust, and that they were very complimentary of the presentation. However the sustainability of the underlying position remained an issue that the Board was very familiar with.

.....
Chairman
30 June 2011

ADOPTION OF THE 2010/11 DRAFT ANNUAL ACCOUNTS AND APPROVAL OF THE MANAGEMENT REPRESENTATION LETTER (Continued)

The Chair also acknowledged the work entailed in the production of the Annual Accounts and congratulated the Finance Director and his team for the production of the Annual Accounts and asked that the comments of the Board be passed to the finance team.

The Board **ADOPTED** the Annual Accounts for 2010/11; **APPROVED** the wording of the management Representations letter for 2010/11; and **NOTED** the formal Audit opinion on the Accounts would be issued following completion of the above.

2011.1/73 STATEMENT OF INTERNAL CONTROL (SIC)

The Director of Compliance & Risk Management (DCRM) introduced the paper which forms part of the financial statements and is required to be signed by the Accountable Officer.

An updated version following amendments agreed earlier at Audit Committee was tabled. The most significant change related to the changed wording around the Trust's HSMR position which was updated to reflect the latest wording in the Trust's Quality Accounts.

The Medical Director confirmed that he was content with the wording, but noted that both documents should refer to 50 sets of case notes not 500.

Action: DCRM to update SIC and advise DQS of required change to Quality Accounts.

Mr Jones (NED) Chair of the Audit Committee said that the SIC reflected the Audit Committee scrutiny and overall the SIC reflected the position of the outcomes of the audit work during the year. The summary had been amended to reflect the system of internal control was generally sound apart from issues identified in the main body of the Statement and the Trust's auditors and SHA were content with the position.

The Board **APPROVED** the Statement of Internal Control.

2011.1/74 ANNUAL REPORT AND SUMMARY FINANCIAL STATEMENTS 2010/11 update

The FD introduced this item and confirmed that the Annual Report was being produced in conjunction with the Head of Communications and would be similar in format to the document produced last year and would contain all the requisite information. It was noted that External Audit would need to review this, and Mr Jones (NED) noted that at Audit Committee earlier that afternoon, the Auditors had confirmed that in the future they would prefer to receive the Annual Report at the same time as the Annual Accounts.

The FD advised that a draft of the Annual Report would be prepared in July and would also be available for the AGM on 15 September.

The Board **NOTED** the latest position on production of the Annual Report.

Action: FD to produce draft of Annual Report for July Board.

2011.1/75 QUALITY ACCOUNT 2010/11

The latest version of the draft Quality Account for 2010/11 was TABLED. The Board was advised that all necessary local consultation on the draft Quality Account had been undertaken and feedback would be incorporated into the final version.

The Quality Account had been reviewed a number of times by the Quality & Safety Committee.

The final version of the Quality Account would be presented to the Board on 30 June and members were asked to give any comments back directly to the DQS by 17 June to ensure they could be incorporated.

The Chair asked for a short Executive Summary of the document (4-6 pages) for wider publication. This was supported by Mr Simms (NED) and Mr Beardwell (NED) who commented on the value and quality of the report, which was considered a great improvement on the previous year. It was agreed that it would be sensible to co-ordinate the production of this with the production of the Annual Report and to have both documents available at the AGM.

Action: DQS to produce Executive summary of Quality Account for July Board.

Dr Walford (NED) queried whether consent had been obtained for individuals featured in the Report. The Medical Director confirmed that he thought the NHS Data Store had been used but he would check the position with the DQS.

Action: MD to ensure appropriate consent had been obtained for images.

Mr Jones (NED) also asked whether the Board was satisfied that the underlying data supporting the information in the Quality Account was sufficiently robust. Dr Vernon (NED) advised that data quality was clearly a priority for the organisation and in future there would be more robust audit of data, and that this issue would receive greater focus.

The MD confirmed that the sources of much of the information had been obtained from verified sources.

The Board **NOTED** the draft Quality Account 2010/11 and agreed to feedback any comments directly to the DQS by 17 June.

2010.1/76 ANY OTHER BUSINESS – None.

2010.1/77 DATE AND TIME OF NEXT MEETING:

**Formal Trust Board Meeting – 30 JUNE at 9.00 am
Meeting will take place in Room D, 1st Floor, Princess Royal Hospital.**

2009.1/78 QUESTION AND ANSWER SESSION

There were no questions from the public

UNRESOLVED ITEMS FROM SPECIAL BOARD MEETING ON 9 JUNE 2011

Item	Issue	ACTION
2011/1.73	SIC - DCRM to update SIC and advise DQS of required change to Quality Accounts.	DCRM
2011/1.74	Annual Report & Summary Financial Statements 2010/11 - FD to produce draft of Annual Report for July Board.	FD
2011/1.75	Quality Account 2010/11 <ul style="list-style-type: none">▪ DQS to produce Executive summary of Quality Account for July Board.▪ MD to ensure appropriate consent had been obtained for images.	DQS MD