

Approved Minutes

Meeting: NHS Golden Jubilee Extraordinary Annual Accounts Board Meeting
Date: 30 June 2022, 11.20am
Venue: Arcoona Meeting Room, Golden Jubilee Conference Hotel/ MS Teams

Members

Susan Douglas-Scott CBE	Board Chair
Professor Jann Gardner	Chief Executive
Anne Marie Cavanagh	Executive Director of Nursing and Allied Health Professionals
Callum Blackburn	Non-Executive Director
Colin Neil	Executive Director of Finance
Jane Christie-Flight	Employee Director/Non-Executive Director
Linda Semple	Non-Executive Director (Vice Chair)
Dr Mark MacGregor	Executive Medical Director
Morag Brown (via MS Teams)	Non-Executive Director
Rob Moore	Non-Executive Director
Stephen McAllister	Non-Executive Director

In attendance

Christine McGuinness	Communications Manager
Gerard Gardiner	Head of Corporate Governance and Board Secretary
Lynne Ayton	Interim Executive Director of Operations
Nicki Hamer	Deputy Head of Corporate Services
Serena Barnatt	Human Resources Director

Minutes/Administration

Christine Nelson	Personal Assistant
Hannah King	Corporate Administrator

1 Opening Remarks

1.1 Chair's Introductory Remarks

Susan Douglas-Scott welcomed all to the hybrid Board Meeting and invited Jann Gardner to provide an overview of the meeting, and the subsequent meeting of the Board in private session.

1.2 Chief Executive Introductory Remarks

Jann Gardner provided an overview of the decisions which were to be taken in the public and private sessions of the Board, which principally related to the annual accounts for financial year 2021/22.

Jann Gardner explained that the annual accounts had been prepared to cover the financial year 1 April 2021 to 31 March 2022, and formed a large part of the Finance Team's work-plan from February to June. A stringent national process, involving standard templates, had been followed, in keeping with practice followed by all NHS Scotland Boards.

Jann Gardner explained that the over-arching technical guidance for the preparation of the accounts is the Financial Reporting Manual "FReM". FReM is prepared by HM Treasury,

based on international financial reporting standards. The Scottish Public Finance Manual follows FReM and is used in the preparation of accounts for all Scottish public bodies.

Based on the FReM principles there are 2 manuals specifically used by NHS Scotland in the preparation of the Annual Accounts: The Annual Accounts Manual, which is used in the preparation of the annual accounts, and the Capital Accounting Manual which is used throughout the financial year to assist in the identification and reporting of capital expenditure.

Jann Gardner continued that these Manuals are generally issued in December each year, although this year was released in February.

The accounts follow a standard format with three areas:

1. Section one is the Performance Report which includes information on the Board's purpose, key risks to achievement of objectives and an overview of performance against key indicators. This section also provides the lay user with enough information that there is no requirement to look further into the report unless they specifically want to do so.
2. Section two is the Accountability Report which includes the Corporate Governance Report, Remuneration and Staff Report and Parliamentary Accountability report.
 - The Corporate Governance Report includes the Directors Report and Governance Statement.
 - The Remuneration and Staff Report includes an outline of the remuneration processes deployed across the year and pay and pension data for Board members. This section also includes information on higher paid employees and workforce data including staff costs and numbers.
 - The Parliamentary Accountability Report collates the key Parliamentary accountability documents into the annual report and accounts.
 - The Independent Audit opinion for the year is also included.
3. Finally, Section three includes the Consolidated Financial Statements for the year. The four consolidated statements within the accounts contain statement of comprehensive net expenditure; statement of financial position; consolidated cash-flows; and statement of tax-payers' equity.

Jann Gardner explained that should approval be granted, a signed copy of the accounts would be submitted to the External Auditors, and then to the Auditor General (Audit Scotland) with a copy provided to the Scottish Government to be consolidated within the Whole of Government accounts. These consolidated accounts would then be laid before Parliament for approval.

Jann Gardner explained that once the accounts are approved in Parliament they can be published on NHSGJ's website.

Jann Gardner reported that both the Board of Trustees for the Charity and the Board of NHSGJ had each received unqualified opinions from their external auditors, and that the NHSGJ was able to report a £107k revenue surplus, and capital expenditure of £39 million in year.

Jann Gardner stated her gratitude, and that of the Executive team, for the level of performance, both financial and operational, that were reported to the Board for Financial Year 2021/22.

Jann Gardner thanked all of those involved in producing the accounts, and expressed particular gratitude to Colin Neil, noting that this would be the last set of annual accounts produced by him pending his assumption of the role of Director of Finance with NHS Greater Glasgow & Clyde.

Susan Douglas-Scott then thanked Jann Gardner for her personal contribution to the operational and financial performance disclosed by the annual accounts.

2 Apologies

Gareth Adkins	Executive Director of Quality, Innovation & People
Graham Stewart	Deputy Director of Finance
Karen Kelly	Non-Executive Director
Marcella Boyle	Non-Executive Director

3 Standing Declarations of Interest

There were no changes requested to the Standing Declarations of Interest.

4 Updates from last meeting

4.1 Unapproved minutes from 24 May 2022 Board Meeting

The Board approved the minute of the last meeting as an accurate record.

4.2 Board Action Log

The action log was reviewed and updated.

4.3 Matters Arising

There were no matters arising.

5 Corporate Governance

5.1 Clinical Governance Committee Annual Report For Year 2021/2022

Morag Brown, Chair of the Clinical Governance Committee presented the Annual Report which was approved at the Clinical Governance Committee Meeting on 12 May 2022.

The Board noted the Clinical Governance Annual Report.

5.2 Staff Governance and Person Centred Committee Annual Report for Year 2021/2022

On behalf of Marcella Boyle, Chair of the Staff Governance and Person Centred Committee, Serena Barnatt presented the Staff Governance and Person Centred Committee Annual Report which was approved by the Committee on 3 May 2022.

Serena Barnatt reported that the Terms of Reference for the Staff Governance and Person Centred Committee would be reviewed in July 2022 and the work plan had been agreed.

The Board noted the Staff Governance and Person Centred Committee Annual Report.

5.3 Finance and Performance Committee Annual Report for Year 2021/2022

Stephen McAllister, Chair of the Finance and Performance Committee presented the Annual Report which was approved by the Finance and Performance Committee on 3 May 2022.

Stephen McAllister thanked Colin Neil and the Finance team for their support in producing the report and reported that the “Deep Dives” carried out had been beneficial in giving the Committee assurance around the progress of efficiency savings.

The Board noted the Finance and Performance Committee Annual Report.

5.4 Audit and Risk Committee Annual Report for Year 2021/2022.

Stephen McAllister presented the Annual Report on behalf of Karen Kelly, Chair of the Audit and Risk Committee, which was approved at the Audit and Risk Committee meeting on 16 June 2022.

The Board noted the Audit and Risk Committee Annual Report.

5.5 Audit and Risk Committee Terms of Reference for Year 2022/2023.

Stephen McAllister presented the Audit and Risk Committee Terms of Reference to the Board. These had been amended to include a cyber-update as a standard agenda item at future meetings of the Committee.

Linda Semple highlighted that the Board were required to approve the Terms of Reference.

The Board agreed and confirmed they were content to approve the amended Audit and Risk Committee Terms of Reference.

5.6 Audit and Risk Committee Board Update

In Karen Kelly’s absence, Stephen McAllister presented the Audit and Risk Committee Board Update on her behalf. Stephen McAllister highlighted that three new risks had been added to the Board Corporate Risk Register on the recommendation of the Committee. The risks were in relation to the use of unsupported apps, the grading of Executive posts and a contractual issue affecting the supply of laboratory services.

The Board noted that the Chair of the Audit and Risk Committee had met privately with the internal and external auditors and no additional matters to those reported within the internal and external annual reports had been raised.

Stephen McAllister reported that the Audit and Risk Committee noted the Annual Report and Accounts for the National Waiting Times Centre Endowment Fund and had noted that the Endowments Sub-Committee of the Charity had recommended that the accounts be approved by the Board of Trustees for the Charity.

Linda Semple asked if the Information Governance Annual Review should be presented to the Board as it would be useful if the Board were sighted on significant investment in Information Governance. Colin Neil responded that this had not been practice in the past but was content to circulate to the Board if helpful. The Board agreed to add this to the Board agenda for 28 July 2022.

Action No.	Action	Action by	Status
Bpu/220630/01	Information Governance Annual Report To be presented to the Board for noting at 28 July 2022 meeting	Board Secretary/Executive Director of Finance	New

6 Any Other Competent Business

There was no other competent business raised.

7 Date and Time of Next Meeting

The next scheduled meeting of the NHS GJ Board will be Thursday 28 July 2022 at 10am.