# NHS Golden Jubilee

### **Meeting: NHS Golden Jubilee Board**

### **Meeting date: 12 December 2024**

### **Title: NHS GJ Board Minutes 28 March 2024**

### **Responsible Executive/Non-Executive: Gordon James, Chief Executive**

### **Report Author: Nicki Hamer, Head of Corporate Governance and Board Secretary**

## 1 Purpose

This is presented to the Board for:

### Decision

### This report relates to a:

* Government policy/directive
* Legal requirement
* Local policy

### This aligns to the following NHSScotland quality ambition(s):

* Safe
* Effective
* Person Centred

**This aligns to all NHSGJ Corporate Objectives.**

## 2 Report summary

## 2.1 Situation

The purpose of this paper is to seek approval from NHS Golden Jubilee Board to amend the minute of the Board meeting held on 28 March 2024. Currently the minute states that for Item 6.5 on Page 11 “The Board noted the Revised Standing Financial Instructions for March 2024”.

## 2.2 Background

Highlighted within the Internal Audit Financial Management and Reporting Report was the fact that the Standing Financial Instructions had been reported within the minute of the Board meeting on 28 March 2024 as being noted.

## 2.3 Assessment

Internal Audit raised a query with management on the finalised version of the Standing Financial Instructions. The minutes dated 28 March 2024 stated that the Board noted this document. However, when Corporate Governance checked their records it appeared that the meeting minutes were recorded incorrectly and this document was indeed approved at that Board meeting. It was agreed that, subject to approval by NHS GJ Board at its next meeting, the following amendment be made to the minutes “The Board approved the Standing Financial Instructions Revised March 2024”.

For information the approved minute of the Audit and Risk Committee dated 14 March correctly stated that “The Committee approved the Standing Financial Instructions Revised March 2024”

### 2.3.1 Quality/ Patient Care

There is no positive and negative impact on quality of care (and services).

### 2.3.2 Workforce

There is no positive and negative impact on staff including resources, staff health and wellbeing.

### 2.3.3 Financial

There will be no financial impact.

### 2.3.4 Risk Assessment/Management

The Internal Auditors have highlighted a risk that this document is ineffective and no longer reflects the current or correct procedure, or roles and responsibilities if there is not timely review and approval of guidance documents.

### 2.3.5 Equality and Diversity, including health inequalities

N/A

### 2.3.6 Climate Emergency and Sustainability

N/A

### Communication, involvement, engagement and consultation

N/A

### Route to the Meeting

This has been previously considered by the following as part of its development. The groups have either supported the content, or their feedback has informed the development of the content presented in this report.

* Board Meeting 28 March 2024

## 2.4 Recommendation

* **Decision** – The Board is asked to approve the amendment to the 28 March 2024 Board minute to reflect approval of the Revised Standing Financial Instructions.

## List of appendices

The following appendices are included with this report:

* Appendix No 1, Minute of NHS GJ Board Meeting, 28 March 2024.