

DERBYSHIRE HEALTHCARE NHS FOUNDATION TRUST

MINUTES OF AN EXTRAORDINARY MEETING OF THE BOARD OF DIRECTORS

Held in the Boardroom, Trust Headquarters, Bramble House, Kingsway, Derby, DE22 3LZ

On Friday, 3rd June 2011

MEETING HELD IN PUBLIC

Opened: 1.30 pm

Closed: 2.10 pm

PRESENT:

Alan Baines	Chairman
Kathryn Blackshaw	Deputy Chief Executive/Executive Director of Business Strategy
Graham Foster	Non-Executive Director
Ifti Majid	Executive Director of Operations, Performance and IM&T
Mick Martin	Deputy Chairman/Senior Independent Director
Maura Teager	Non-Executive Director
Tim Woods	Executive Director of Finance
Graham Gillham	Director of Corporate and Legal Affairs

IN ATTENDANCE

Alison Baker	Executive Business Assistant (Minute Taker)
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APOLOGIES:

Paul Lumsdon	Executive Director of Nursing and Quality
Mike Shewan	Chief Executive
Tony Smith	Non-Executive Director
John Sykes	Executive Medical Director
Lesley Thompson	Non-Executive Director
Helen Issitt	Director of Workforce & Organisational Development

DHCFT
2011/43

RECOMMENDATION FROM THE CHAIRMAN OF AUDIT COMMITTEE IN RESPECT OF ANNUAL ACCOUNTS AND ASSOCIATED STATEMENTS AND CERTIFICATES FOR DERBYSHIRE MENTAL HEALTH SERVICES NHS TRUST AND DERBYSHIRE HEALTHCARE NHS FOUNDATION TRUST (2010/11) – GRAHAM FOSTER

Graham Foster referred to the meeting of the Audit Committee, held immediately prior to the meeting of the Board of Directors, where the consideration of two sets of accounts and associated statements for the 2010/11 financial year had taken place. At its meeting on 11th May, the Audit Committee had spent considerable time reviewing the draft accounts and seeking further clarification, and had been very satisfied with the information that had been provided. The external auditors had completed a thorough review of the accounts and the Board of Directors were pleased to learn that the excellent quality of working papers had been maintained during 2010/11. This achievement by the Finance Team was exceptional, given the additional work undertaken to prepare two sets

	<p>of accounts, the new reporting arrangements as a Foundation Trust, and the impact of additional Bank Holidays.</p> <p>The Audit Committee had acknowledged that earlier planning would be required for 2011/12 in terms of ensuring the Annual Plan, Annual Report, and Quality Account were completed in good time to be reviewed with the financial statements.</p> <p>Graham Foster confirmed that the Audit Committee had noted the adjustments made between the submission of the draft accounts to audit and the final audited version. The external auditor had presented a draft <u>unqualified opinion</u> in respect of both sets of accounts and had concluded that the financial statements were free from material misstatement. The only adjustments that had been agreed were explanatory and presentational notes which were not material to the accounts.</p> <p>The Audit Committee had received the Head of Internal Audit Opinion on the controls of the Trust, for which an unqualified opinion had been issued. The audit programme for the year was 90% complete with significant or full assurance given on all but one report. The technical security audit had received limited assurance and was referred to in the Statement on Internal Control (SIC) for Derbyshire Mental Health Services NHS Trust. The SICs for both sets of accounts had been reviewed and amended by the Audit Committee and were approved for adoption and signature by the Board of Directors.</p> <p>Tim Woods provided additional information in relation to queries raised by Board members of the content of the accounts and the Board of Directors resolved:</p> <ul style="list-style-type: none"> ➤ To authorise Kathryn Blackshaw to sign the audited accounts and associated certificates on behalf of the Chief Executive. ➤ To adopt both sets of the Trust’s Annual Accounts for 2010/11. ➤ To sign both sets of the Trust’s Financial Statements for 2010/11. ➤ To sign the Statements of the Chief Executive’s Responsibilities as the Accountable Officer of the Trust. ➤ To sign the Statement on Internal Control. ➤ To sign the Statements of Directors’ Responsibilities in Respect of the Accounts for Derbyshire Mental Health Services NHS Trust. ➤ To sign the Certificate certifying the Summarisation Schedules (TRUs) for the Trust. ➤ To sign the Certificate certifying the Summarisation Schedules (FTCs) for the Trust ➤ To sign the Letters of Representation.
<p>DHCFT 2011/44</p>	<p><u>FINAL DRAFT ANNUAL REPORT AND QUALITY ACCOUNT OF DERBYSHIRE MENTAL HEALTH SERVICES NHS TRUST/DERBYSHIRE HEALTHCARE NHS FOUNDATION TRUST</u></p> <p>The Board of Directors were advised the external auditors had checked the financial data contained in the Annual Report, together with the remuneration report.</p>

	<p>The local priority indicator, chosen from the Quality Account 2010/11 by the Council of Governors, differed from that already audited by the external auditors. Therefore a further piece of work was being carried out by external audit prior to the submission of their audit opinion. The Audit Committee had delegated authority to the Committee Chairman to receive the auditor's opinion on this indicator.</p> <p>Subject to the additional work referred to above and any presentational amendments, the Board of Directors approved the Trust's Annual Report and Quality Account for 2010/11.</p>
DHCFT 2011/45	<p><u>ANY OTHER BUSINESS</u></p> <p>Graham Gillham reminded the Board that the External Auditor was due to make a presentation to the Council of Governors on 6th September 2011. A date also needed to be selected for the Annual Public Meeting and Staff Awards Ceremony.</p>
	<p><i>The Chairman thanked those present and closed the meeting.</i></p>

Date and time of next meeting

Date of next scheduled meeting

**Wednesday, 29th June 2011 at 2.00 pm at the Barcelo Buxton Palace Hotel, Palace Road,
Buxton, Derbyshire, SK17 6AG**