

DERBYSHIRE MENTAL HEALTH SERVICES NHS TRUST

MINUTES OF AN EXTRAORDINARY MEETING OF THE BOARD OF DIRECTORS

Held in The Boardroom, Bramble House, Trust Headquarters

On Wednesday 10th June 2009

MEETING HELD IN PUBLIC

Opened: 11.35 am

Closed: 11.50 am

PRESENT:

| | |
|-----------------|---|
| Alan Baines | Chairman |
| Graham Foster | Non-Executive Director |
| Paul Lumsdon | Executive Director of Nursing and Quality |
| Mick Martin | Non-Executive Director |
| Mike Shewan | Chief Executive |
| Lesley Thompson | Non-Executive Director |
| Tim Woods | Executive Director of Finance |
| Graham Gillham | Director of Corporate and Legal Affairs |
| Emma Sheena | Financial Controller |
| Alison Baker | Executive Business Assistant (Minute Taker) |

IN ATTENDANCE: No members of the press or public were in attendance

APOLOGIES:

| | |
|-------------------|---|
| Alan Barclay | Non-Executive Director |
| Kathryn Blackshaw | Executive Director of Business Strategy |
| Ifti Majid | Executive Director of Operations |
| John Sykes | Executive Medical Director |

The Chairman welcomed those present and opened the extraordinary meeting of the Trust Board, the purpose of which was to adopt the Annual Accounts 2008/2009.

**DMHT
09/64**

RECOMMENDATION FROM CHAIR OF AUDIT COMMITTEE IN RESPECT OF ANNUAL ACCOUNTS AND ASSOCIATED STATEMENTS AND CERTIFICATES (2008/09).

Graham Foster advised the Board that the Audit Committee had received the draft unaudited accounts at its meeting on 11th May 2009. Prior to this, a management review of the accounts had been undertaken. At the meeting on 11th May the draft accounts were reviewed in detail, a number of issues and points for clarification were raised by members of the Committee and undertakings were given to respond to those queries by 10th June 2009.

In parallel the external auditors had completed a thorough review of the accounts and were complimentary about the quality of the working papers. The Board were pleased to note that, despite a high number of new staff in post within the Finance Department, and the priorities of the IBP and LTFM, the Finance Team had successfully achieved

the faster closure deadline. The Board extended its thanks to Tim Woods and the Finance Team for their significant achievements.

At its meeting earlier in the day the Audit Committee had noted the adjustments made between submission of the draft accounts to audit and the final audited version of the accounts. Also received was a schedule of responses to the points previously raised and the Committee was satisfied that these had been satisfactorily resolved.

The external auditor had presented an unqualified opinion and concluded that the financial statements were free from material misstatement.

Accordingly, the Audit Committee had approved the audited accounts 08/09 and, following those recommendations, the Trust Board

RESOLVED:

- **To approve the Audited Annual Accounts for 2008/09.**
- **To note the adjustments made between submission to Audit of the Annual Accounts (Draft) and the Audited version (Final) in the Annual Report.**
- **To note explanations/actions in response to the request for further details on the Draft Accounts.**
- **To adopt the Trust's Annual Accounts 2008/09.**
- **To sign the Trust's Financial Statements 2008/09.**
- **To sign the Trust's Remuneration Report 2008/09.**
- **To sign the Statement of the Chief Executive's Responsibilities as the Accountable Officer of the Trust.**
- **To sign the Statement of Directors' Responsibilities in Respect of the Accounts.**
- **To sign the Certificate certifying the Summarisation Schedules (TRUs) for the Trust.**
- **To sign the Letter of Representation.**

Upon signature of the above, the certificates were required to be submitted to the Department of Health by 12th June 2009.

**DMHT
09/65**

DRAFT ANNUAL REPORT OF DERBYSHIRE MENTAL HEALTH SERVICES NHS TRUST FOR 2008/09

Graham Gillham confirmed that the Board had sight of the latest draft version of the Annual Report, which had been received by the Auditors to review the auditable parts. The summary financial statements were included within the Annual Report. The report would be produced in a published version and would be available on the internet prior to the Annual Public Meeting on 23rd September 2009.

Tim Woods added that the Statement on Internal Control was included in the Annual Report. A revision had been agreed at the Audit Committee earlier and an amended version would be provided for signature.

**DMHT
09/66**

NOTIFICATION OF ANNUAL PUBLIC MEETING – 23RD SEPTEMBER 2009.

The Chairman reminded those present that the Annual Public Meeting of the Trust would be held on 23rd September 2009 in the Toyota Suite, Pride Park, Derby. The meeting would be combined with the Annual Awards Ceremony.

**DMHT
09/67**

CLOSING REMARKS

The Board were advised that the Appointments Commission were due to meet on 17th June 2009 to ratify the appointment of the replacement Non-Executive Director.

Mike Shewan stated that the Mock Board to Board with Whitehead Mann had been difficult to schedule due to annual leave commitments but would be held on 29th July 2009.

The Chairman reminded those present that the Board to Board with Derby City PCT would be held after the Trust Board on 1st July 2009 and would be unlikely to finish until approximately 7.00 pm.

Date and time of the next meeting

Date of the next scheduled meeting Wednesday, 1st July 2009 in the Boardroom, Bramble House, Kingsway (the meeting was subsequently held in Training Room 1, 1st Floor, Education Centre, Kingsway Hospital),