

NHSGGC (M) 20/05
Minutes: 66 - 74

NHS GREATER GLASGOW AND CLYDE

**Minutes of the Meeting of the
NHS Greater Glasgow and Clyde Board
held on Tuesday 29th September, at 10.00am,
via MS Teams**

PRESENT

Professor John Brown CBE (in the Chair)

Dr Jennifer Armstrong	Cllr Caroline Bamforth
Ms Susan Brimelow OBE	Mr Alan Cowan
Cllr Jim Clocherty	Prof Linda de Caestecker
Ms Jacqueline Forbes	Ms Jane Grant
Cllr Mhairi Hunter	Ms Margaret Kerr
Ms Amina Khan	Mr Allan MacLeod
Mr John Matthews OBE	Cllr Jonathan McColl
Ms Dorothy McErlean	Dr Margaret McGuire
Cllr Sheila Mechan	Ms Ketki Miles
Ms Anne Marie Monaghan	Cllr Iain Nicolson
Mr Francis Shennan	Ms Paula Speirs
Ms Rona Sweeney	Mrs Audrey Thompson
Ms Flavia Tudoreanu	Mr Charles Vincent
Mr Mark White	

IN ATTENDANCE

Mr Jonathan Best	..	Chief Operating Officer
Ms Sandra Bustillo	..	Director of Communications and Engagement
Mr John Cornett	..	Audit Director, Audit Scotland
Mr William Edwards	..	Director of eHealth
Mr Graeme Forrester	..	Deputy Head of Corporate Governance and Administration
Mr David Leese	..	Chief Officer, Renfrewshire HSCP
Ms Liz Maconachie	..	Senior Audit Manager, Audit Scotland
Ms Susan Manion	..	Interim Director of GP Out of Hours Service
Mrs Geraldine Mathew	..	Secretariat Manager (Minute)
Mr Tom Steele	..	Director of Estates and Facilities
Ms Elaine Vanhegan	..	Head of Corporate Governance and Administration
Ms Louisa Yule	..	Senior Auditor, Audit Scotland

		ACTION BY
66.	WELCOME AND APOLOGIES	
	The Chair welcomed those present to an extra-ordinary meeting of the Board. The meeting had been convened in order to consider two key areas of governance, those being the Annual Report and Consolidated Accounts for 2019/20, and the Annual Review of Governance. Both of these matters were routinely addressed as part of the NHS Greater Glasgow and Clyde Board Meeting in June of each year, however, due to challenges associated with COVID-19 in 2020, this was delayed to September. Prof Brown highlighted to	

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	<p>members that the Annual Report and Consolidated Accounts for 2019/20, required to be laid before Parliament prior to publication, therefore, this document remained restricted and not for publication or onward circulation at this time. Prof Brown proposed changes to the running order of the agenda for the meeting, and suggested that Item 8 – Draft Minute of the Audit and Risk Committee Meeting of 22nd September 2020, be taken first, followed by Item 3 – Annual Report for the Board of NHSGGC and Auditor General for Scotland 2019/20. Members were in agreement with the proposed approach.</p> <p>Prof Brown welcomed both Ms Liz Maconachie, Senior Audit Manager, Audit Scotland, and Mr John Cornett, Audit Director, Audit Scotland, to the meeting.</p> <p>Apologies were intimated on behalf of Mr Simon Carr, Prof Dame Anna Dominiczak, and Mr Ian Ritchie.</p> <p><u>NOTED</u></p>	
67.	DECLARATIONS OF INTEREST	
	<p>Prof Brown invited members to declare any interests in any of the items being discussed. There were no declarations made.</p> <p><u>NOTED</u></p>	
68.	DRAFT MINUTE OF THE AUDIT AND RISK COMMITTEE MEETING OF 22ND SEPTEMBER 2020	
	<p>The Board considered the draft minute of the Audit and Risk Committee Meeting of 22nd September 2020 [Paper No. ARC(M)20/03]. Mr Allan MacLeod, Chair of the Audit and Risk Committee confirmed that the Committee undertook an in-depth examination of the Annual Report and Consolidated Accounts for 2019/20. The Audit and Risk Committee have a duty to provide the Board with a Statement of Assurance in respect of the system of internal control during 2019/20. This statement is based on the work undertaken by the Committee and the various sources of assurance reported to it particularly that from internal audit. In their annual report, the internal auditors had reported positively on the system of internal control while highlighting a number of areas which should be declared in the Governance Statement. This was confirmed by the Audit and Risk Committee, has been accepted by management and reflected in the Governance Statement.</p> <p>Mr MacLeod confirmed that it was the opinion of the Audit and Risk Committee that a satisfactory system of internal control was in place during 2019/20, and there were no issues or areas of concern identified by the Committee, other than that referred to above, therefore, the Audit and Risk Committee recommended to the Board that the draft consolidated accounts for 2019/20 be adopted and that the Chief Executive be instructed to authorise the Governance Statement.</p> <p>Prof Brown thanked Mr MacLeod for the overview and noted the recommendation of the Audit and Risk Committee. Prof Brown invited comments and questions from members.</p>	

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	<p>In response to a question regarding a point of clarity on page 14 of the report under Capital Resource limit, Mr Cornett confirmed that the figure of £0.14m stated was an error and this should be £14m. Mr Cornett agreed to rectify this error.</p> <p>In response to a query regarding page 28, Governance Statement, 1st line, second point, which stated that the project plan was drafted and agreed, and if this was a duplication of the previous point, Mr White confirmed that this was correct and related to year end reports done in conjunction with one another.</p> <p>A question was raised in relation to the escalation to Level 4 of the NHS Boards Performance Framework, the further discussions in respect of the financial performance, and the impact of the result of the satisfactory audit of accounts on this. Ms Grant confirmed that further discussion with Scottish Government colleagues was required in respect of the approach to improvement of performance.</p> <p>In summary, the Board were content to note the draft Audit and Risk Committee meeting minute of 22nd September 2020, the detailed scrutiny of the Annual Report and Consolidated Accounts 2019/20 by the Committee, the opinion of the Committee that a satisfactory system of internal control was in place during 2019/20, and the recommendation by the Committee that the Board adopt the draft Consolidated Accounts for 2019/20, and the recommendation that the Board instructs the Chief Executive to authorise the Governance Statement.</p> <p><u>NOTED</u></p>	
69.	GOVERNANCE STATEMENT 2019/20	
	<p>The Board considered the paper ‘Governance Statement’ [Paper No.20/46] presented by the Chair of the Audit and Risk Committee, Mr Allan MacLeod.</p> <p>The Board were content to note the Statement of Assurance by the Audit and Risk Committee, and approved the Governance Statement 2019/20 for signature by the Chief Executive.</p> <p><u>APPROVED</u></p>	
70.	ANNUAL REPORT AND CONSOLIDATED ACCOUNTS 2019/20	
	<p>The Board considered the paper ‘Annual Report and Consolidated Accounts 2019/20’ [Paper No. 20/45] presented by the Director of Finance, Mr Mark White.</p> <p>The Board agreed to:</p> <ol style="list-style-type: none"> 1. To adopt, and approve for submission to the Scottish Government Health and Social Care Directorates (SGHSCD), the Annual Report and Consolidated Accounts for the year ended 31 March 2020; 2. Authorised the Chief Executive to sign the Performance Report and the Accountability Report; 3. Authorised the Chief Executive and Director of Finance to sign the Consolidated Balance Sheet. <p><u>APPROVED</u></p>	

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71.	GOVERNANCE FRAMEWORK REVIEW 2019	
	<p>The Board considered the paper ‘Governance Framework Review September 2019’ [Paper No. 20/47] presented by the Head of Corporate Governance and Administration, Ms Elaine Vanhegan. The paper detailed the review of governance undertaken annually. Ms Vanhegan highlighted the minor amendments to the enclosed documents, as detailed within the report paper, including the NHSGGC Board Standing Orders; the Standing Financial Instructions; the Scheme of Delegation including Matters reserved for the NHS Board; and the Committee Terms of Reference. She reminded members of the current work ongoing in respect of Active Governance and highlighted that further alteration may be required as part of the work underway to develop the Boards approach to Active Governance including defining an Assurance Framework and development of an Information Assurance System. Furthermore, the national review of governance has yet to finally report on a number of elements for adoption by all Boards.</p> <p>Prof Brown thanked Ms Vanhegan for the update and invited comments and questions from members. There were no questions raised.</p> <p>In summary, the Board noted the work undertaken to review the governance framework across NHSGGC; noted that further alteration may be required as part of the work underway in developing the Boards approach to Active Governance, and the national review of governance which had yet to finally report on a number of elements for adoption by all Boards; and approved the key elements of the governance framework noted, as endorsed by the Audit and Risk Committee at its meeting of 22nd September 2020.</p> <p><u>APPROVED</u></p>	
72.	STANDING GOVERNANCE COMMITTEE ANNUAL REPORTS	
	<p>The Board considered the paper ‘Governance Committees Annual Reports 2019/20’ [Paper No. 20/48] presented by the Head of Corporate Governance and Administration, Ms Elaine Vanhegan. The paper provided assurance to the Board of the activities undertaken by the Board Standing Committees for the period 1st April 2019 to 31st March 2020, and was endorsed by the Audit and Risk Committee at its meeting of 22nd September 2020.</p> <p>Prof Brown thanked Ms Vanhegan for the report and invited questions from members. There were no questions raised.</p> <p>In summary, the Board were content to approve the enclosed Annual Reports of the following Governance Committees for 2019/20:</p> <ul style="list-style-type: none"> • Acute Services Committee • Audit and Risk Committee • Area Clinical Forum • Clinical and Care Governance Committee • Finance, Planning and Performance Committee • Public Health Committee • Staff Governance Committee 	

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	<p>Prof Brown wished to note thanks on behalf of the Board to all members of the Committees for their ongoing efforts, and to the Administration Team for their support to the Committees throughout this period.</p> <p><u>APPROVED</u></p>		
73.	AOCB		
	<p>Prof Brown invited members to raise any other competent business. There were no other matters raised.</p> <p>The Chair thanked members for their attendance via MS Teams. He noted the national work being taken forward to consider the options to invite members of the public to observe Board meetings. Prof Brown expected that this work would be concluded by the date of the next NHSGGC Board meeting in October.</p> <p><u>NOTED</u></p>		
74.	DATE OF NEXT MEETING		
	Tuesday 27 th October 2020, 09:30am, via MS Teams		
	The meeting concluded at 10:30am		