

NHSGGC(M) 21/06
Minutes 80 - 88

NHS GREATER GLASGOW AND CLYDE

**Minutes of the Meeting of the
NHS Greater Glasgow and Clyde Board
held on Tuesday 21 September 2021 at 1:30pm
via Microsoft Teams**

PRESENT

Professor John Brown CBE (in the Chair)

Dr Jennifer Armstrong	Dr Margaret McGuire
Cllr Caroline Bamforth	Cllr Sheila Mechan
Mr Simon Carr	Ms Ketki Miles
Cllr Jim Clocherty	Ms Dorothy McErlean
Mr Alan Cowan	Professor Iain McInnes
Professor Linda de Caestecker	Cllr Iain Nicolson
Ms Jacqueline Forbes	Mr Ian Ritchie
Mrs Jane Grant	Dr Lesley Rousselet
Cllr Mhairi Hunter	Dr Paul Ryan
Mrs Margaret Kerr	Ms Rona Sweeney
Ms Amina Khan	Mr Charles Vincent
Rev John Matthews OBE	Ms Michelle Wailes
Cllr Jonathan McColl	Mr Mark White

IN ATTENDANCE

Ms Lesley Aird	..	Assistant Director of Finance - Financial Services, Capital & Payroll
Mr John Cornett	..	Audit Scotland
Ms Beth Culshaw	..	Chief Officer, West Dunbartonshire HSCP
Ms Lisa Duthie	..	Audit Scotland
Ms Jennifer Haynes	..	Corporate Services Manager - Governance
Ms Lorna Kelly	..	Interim Director of Primary Care
Ms Liz Maconachie	..	Audit Scotland
Mrs Anne MacPherson	..	Director of Human Resources and Organisational Development
Mrs Geraldine Mathew	..	Secretariat Manager (Minute)
Mr Tom Steele		Director of Estates and Facilities
Mr Allen Stevenson	..	Interim Chief Officer, Inverclyde HSCP
Ms Elaine Vanhegan	..	Head of Corporate Governance and Administration

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80.	WELCOME AND APOLOGIES		
	The Chair welcomed everyone to an additional meeting of the NHS Greater Glasgow and Clyde Board. The purpose of the meeting was primarily to consider the 2020/21 Annual Accounts		

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	<p>and to review the Annual Governance Statement and receive the Annual Reports from the Governance Committees. The Board were also being asked to respond to the paper on the review of the overall Governance Framework for NHSGGC.</p> <p>Professor Brown reminded everyone present of the online meeting protocol, microphones should remain on mute throughout until members were invited to speak; the virtual “hands up” function should be used when members wish to contribute; and members should refrain from using the chat function. Members of the public had been invited to observe the meeting and as such were reminded that as observers only, the “hands up” function should not be used, and observers must remain on mute throughout the meeting.</p> <p>Professor Brown acknowledged the current challenges experienced by the Executive Team, including the ongoing response to COVID-19, implementation of the latest phase of the vaccination programme including the seasonal flu vaccination programme; the considerable work to prepare for COP26; and the impact of the Scottish Hospitals Inquiry. Given these pressures, the papers for today’s meeting were not circulated 7 days in advance of the meeting, and as such, Professor Brown asked if members were content to proceed, despite the understandable delay. Members were content to note the exception and proceed.</p> <p>Apologies were intimated on behalf of Ms Susan Brimelow OBE, Cllr Iain Nicolson, Ms Anne Marie Monaghan, Ms Flavia Tudoreanu, Ms Paula Speirs, and Mr Francis Shennan.</p> <p><u>NOTED</u></p>		
81.	DECLARATIONS OF INTEREST		
	<p>The Chair invited members present to declare any interests in respect of the items included on the agenda. There were no declarations made.</p> <p><u>NOTED</u></p>		
82.	ANNUAL REPORT FOR THE BOARD OF NHSGGC AND AUDITOR GENERAL FOR SCOTLAND 2020/21		
	<p>The Board considered the paper ‘Annual Report for the Board of NHSGGC and Auditor General for Scotland 2020/21’ [Paper No. 21/55] introduced by the Director of Finance, Mr Mark White. The report was presented for assurance and summarised the findings</p>		

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	<p>from the 2020/21 audit of NHS Greater Glasgow and Clyde. Mr White invited Mr John Cornett, Audit Director, Audit Scotland, to provide an overview of the report.</p> <p>Mr Cornett provided an overview of the two key areas within the report, those being, the financial statement and the wider dimensions, and noted that the report had been scrutinised in detail by the Audit and Risk Committee, at its meeting of 14th September 2021</p> <p>In respect of the accounts, Mr Cornett confirmed the intention to issue an unqualified opinion, that there was a true and fair view of the accounts. He highlighted the very high standard of work of the Finance Team within NHSGGC and wished to note particular thanks to Mr Mark White, Director of Finance, Ms Lesley Aird, Assistant Director of Finance – Financial Services, Capital and Payroll, Ms Fiona McEwan, Assistant Director of Finance – Finance Planning and Performance, and Mr Michael Sheils, Head of Financial Services, for their ongoing support throughout the process.</p> <p>Mr Cornett noted adjustments totalling £58m, which included adjustments of accruals transferred to Integration Joint Boards (IJBs) reserves, and a Scottish Government adjustment. He also noted adjustments made to the accounts after audit, out with the control of the organisation, specifically, adjustments made for Personal Protective Equipment (PPE). All adjustments were appropriately reflected and did not change the overall opinion.</p> <p>In respect of the wider dimensions evaluated, Mr Cornett noted the impact of COVID-19, and the importance of continuing efforts to address the underlying challenges including the Financial Improvement Programme. He noted the alterations made to governance arrangements and that these were evaluated as appropriate and effective to manage COVID-19 challenges. He also noted the Remobilisation Plan and ongoing amendments to performance reporting. Overall, this was a positive report, nevertheless, ongoing actions were required to address the underlying financial deficit and Mr Cornett was confident that these were being progressed.</p> <p>Mr Cornett noted the letter of representation contained within the report. He confirmed that there were no areas requiring representations, other than the standard requirements.</p> <p>Professor Brown thanked Mr White and Mr Cornett for the report. He noted thanks on behalf of the Board and commended the</p>	

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	<p>Finance Team for their hard work and diligence. He invited comments and questions from members.</p> <p>In response to a question regarding the minor outstanding issues, Mr Cornett confirmed that these had now been addressed.</p> <p>In summary, the Board were content to note the attached report by the external auditors, Audit Scotland, on the 2020/21 audit of NHS Greater Glasgow and Clyde, and noted that the report had been fully reviewed by the Director of Finance, and scrutinised by the Audit and Risk Committee.</p> <p><u>NOTED</u></p>		
83.	ANNUAL REPORT AND CONSOLIDATED ACCOUNTS FOR 2020/21		
	<p>The Board considered the paper 'Annual Report and Accounts for 2020/21' [Paper No. 21/56] presented by the Director of Finance, Mr Mark White. The paper was presented for approval by the Board, and had been fully debated at the Audit and Risk Committee meeting of 14th September 2021. Mr White highlighted page 18 of the report which indicated that NHS Greater Glasgow and Clyde had achieved its three Scottish Government Health and Social Care Directorates (SGHSD) financial targets, those being, Revenue Resource Limit (RRL); Capital Resource Limit; and the Cash Requirement. Mr White noted that the financial performance of 2020/21 was very much influenced by COVID-19, in both income and expenditure.</p> <p>Professor Brown thanked Mr White for the report and invited comments and questions from members. There were no comments or questions raised.</p> <p>In summary, the Board were content to adopt the Annual Report and Accounts; authorised the Chief Executive to sign the Performance Report and Accountability Report; authorised the Chief Executive and the Director of Finance to sign the Balance Sheet; and agreed that the Statement of Accounts be submitted to the Scottish Government Health Directorates.</p> <p><u>APPROVED</u></p>		
84.	GOVERNANCE STATEMENT		
	<p>The Board considered the paper 'Governance Statement 2020/21' [Paper No. 21/57] presented by Ms Margaret Kerr, Chair</p>		

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	<p>of the Audit and Risk Committee. The paper was presented for approval.</p> <p>Ms Kerr highlighted that the Governance Statement represented a statement of assurance by the Audit and Risk Committee, which had undertaken a full and in depth review of the accounts. The Audit and Risk Committee had received reasonable assurance and concluded that the Board were in a position to approve the Governance Statement.</p> <p>Professor Brown thanked Ms Kerr for the report, and noted thanks to Ms Kerr and the Audit and Risk Committee for their ongoing efforts and commitment.</p> <p>In summary, the Board were content to note the Statement of Assurance by the Audit and Risk Committee; and approved the Governance Statement which was part of the Annual Report and Accounts 2020/21, for signature by the Chief Executive.</p> <p><u>APPROVED</u></p>		
85.	GOVERNANCE FRAMEWORK REVIEW		
	<p>The Board considered the paper ‘Governance Framework Review’ [Paper No. 21/58] presented by the Head of Corporate Governance and Administration, Ms Elaine Vanhegan. The paper was presented for approval and detailed the Governance Framework Review which included:</p> <ul style="list-style-type: none"> • The Code of Conduct for members of NHS Greater Glasgow and Clyde; • The NHS Board Standing Orders, including Decisions Reserved for the NHS Board; • The Standing Financial Instructions; • The Scheme of Delegation drawn from the Standing Financial Instructions and other Board requirements in respect of specific roles and functions e.g. Clinical and Staff Governance; • The Standing Committee Terms of Reference. <p>Ms Vanhegan noted the work underway in respect of the Active Governance Programme, and highlighted that this may result in further review of the Governance Framework, as this work evolved.</p>		

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	<p>Furthermore, Ms Vanhegan highlighted the recent Scottish Government consultation on the Model Code of Conduct. It was anticipated that the final, revised Model Code of Conduct and associated guidance, would be published circa December 2021. As soon as this was received, this would be presented to the Board, for formal adoption.</p> <p>Professor Brown invited comments and questions from members in respect of each of the documents contained within the Governance Framework. There were no comments or questions raised.</p> <p>Professor Brown highlighted some areas which he considered required further amendment, specifically, the Scheme of Delegation, and the Committee Terms of Reference. He noted that there were some areas which could be made clearer regarding the functions of Committees, where the Committee consider approval for onward transmission to the Board, versus where the Committee responsibility was to undertake a deep dive of a particular matter, for recommendation to the Board. In addition, Professor Brown considered that the Scheme of Delegation did not adequately reflect the relationship with Integration Joint Boards (IJBs), specifically, in relation to IJB Strategic Plans and an appropriate structure for consultation of these. Furthermore, an appropriate mechanism by which a suitable Committee could review the IJB Annual Reports was required.</p> <p>In summary, the Board were content to note the work undertaken in respect of the Governance Framework; noted the work underway in respect of the Active Governance Programme, and approved the key documents included within the Governance Framework, with the exception of the Scheme of Delegation which required further adjustment, prior to final approval at the October Board Meeting.</p> <p><u>PARTIALLY APPROVED</u></p>	Ms Vanhegan
86.	GOVERNANCE COMMITTEES - ANNUAL REPORTS 2020/21	
	<p>The Board considered the paper ‘Governance Committees – Annual Reports 2020/21’ [Paper No. 21/59] presented by the Head of Corporate Governance and Administration, Ms Elaine Vanhegan. The paper was presented for approval and included the Annual Reports for the period 1 April 2020 to 31 March 2021, of the following Committees:</p>	

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	<ul style="list-style-type: none"> • Audit and Risk Committee; • Finance, Planning and Performance Committee; • Clinical and Care Governance Committee; • Staff Governance Committee; • Acute Services Committee; • Population Health and Wellbeing Committee; • Area Clinical Forum. <p>Professor Brown invited comments and questions on each of the above Annual Reports from members. There were no comments or questions raised.</p> <p>In summary, the Board were content to approve the Annual Reports of the above Committees for the period 1 April 2020 to 31 March 2021. Professor Brown wished to note thanks on behalf of the Board, to all of the Standing Committee Chairs and their members, for their diligence and ongoing efforts. Professor Brown also noted thanks to Ms Elaine Vanhegan, and the Corporate Governance and Administration Team for their hard work and commended their efforts.</p> <p><u>APPROVED</u></p>		
87.	DRAFT MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 14th SEPTEMBER 2021		
	<p>The Board considered the draft minute of the Audit and Risk Committee Meeting of 14th September 2021 [Paper No. AR(M) 21/03] presented to the Board for assurance purposes.</p> <p>Ms Forbes highlighted a correction in respect of page 6 of the minute, and Professor Brown confirmed that this would be addressed at the next meeting of the Audit and Risk Committee on 14th December 2021.</p> <p><u>NOTED</u></p>		
88.	DATE OF NEXT MEETING		
	<p>The next meeting would be held on Tuesday 27th October 2021, 09:30am, via MS Teams.</p> <p>Professor Brown highlighted that Board meetings would continue to operate as hybrid meetings, with a combination of members</p>		

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	joining via MS Teams, and a socially distanced group of members gathering in the Boardroom. Professor Brown asked members if they wished to attend the meeting in person within the Boardroom, to contact Ms Vanhegan.		
	The meeting concluded at 2.53pm.		