



Extraordinary Trust Board Meeting held in Public

Venue: Kirkstall and Fountains, Springhill 1, Wakefield, WF2 0XQ

Date: Tuesday 31 May 2016

Time: 1130 hours

Interim Chairman: Pat Drake

Present:

Board Members:

Pat Drake	(PD)	Deputy Chairman and Non-Executive Director – Interim Chairman
Rod Barnes	(RB)	Chief Executive
Erfana Mahmood	(EM)	Non-Executive Director
Barrie Senior	(BS)	Non-Executive Director
Mary Wareing	(MW)	Non-Executive Director
John Nutton	(JN)	Non-Executive Director
Robert D Toole	(RDT)	Interim Executive Director of Finance
Dr Dave Macklin	(DM)	Executive Director of Operations
Dr Julian Mark	(JM)	Executive Medical Director
Steve Page	(SP)	Executive Director of Quality, Governance and Performance Assurance
Roberta Barker	(RBa)	Interim Director of Workforce and Organisational Development

Apologies:

Ronnie Coutts	(RC)	Non-Executive Director (Designate)
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In Attendance:

Anne Allen	(AA)	Trust Secretary
Dr Philip Foster	(PF)	Director of Planned and Urgent Care
Luke Playford	(LP)	Committee Services Apprentice
Steve Gorton	(SG)	Public Member

Minutes produced by: (JL) Joanne Lancaster, Committee Services Manager

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	The meeting commenced at 1130 hours.	
1	Apologies / Declaration of Interests The Interim Chairman welcomed everyone to the meeting. Apologies were noted as above and declarations of interest would be	

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	<p>considered during the course of the meeting.</p> <p>The Interim Chairman stated that these meeting papers had been to the Extraordinary Audit Committee meeting earlier that morning and explained the papers were still in draft format so would not be placed in the Public domain until the Annual General Meeting (AGM) of 27 September 2016.</p>	
2	<p>Minutes of the Meeting held on 2 June 2015</p> <p>The Minutes of the Meeting held on 2 June 2015, which had been circulated for information, were noted with no further amendments.</p>	
3	<p>QUALITY, SAFETY AND PATIENT EXPERIENCE</p>	
3.1	<p>Annual Report – 2015/16</p> <p>RB presented for approval the final draft of the 2015/16 Annual Report and Financial Summary, which had been prepared in accordance with the requirements of the Department of Health Group Manual for Accounts 2015/16.</p> <p>He advised that the paper had been to the Extraordinary Audit Committee earlier that day and the discussion at Trust Board was independent to those earlier discussions.</p> <p>RB reported that there had been no significant issues raised at the Extraordinary Audit Committee, adding that there had been some minor points which would be considered and incorporated, where appropriate, in readiness to be presented in full at the Annual General Meeting (AGM) in September 2016.</p> <p>He confirmed that the Chairman’s statement had been approved by the former Chairman, Ms Della Cannings QPM.</p> <p>He outlined the details of the Annual Report and advised that the Chief Executive’s report highlighted key developments during the year 2015-16 and the report made reference to the Hillsborough Inquest verdicts.</p> <p>RB referred to A&E operational performance detailed at page 10/11 of the report and advised that, although YAS had not met two of the national response targets, the Trust had seen year on year improvement. The Trust compared favourably with other ambulance services nationally in this regard. He reported that YAS had been 2nd in the national table for Red 2 responses and the A19 target had been achieved. He acknowledged there was still work to do on Red 1.</p> <p>He informed the Board there was on-going work in the Emergency Operations Centre (EOC) on the nationally driven Ambulance Response Pilot 2 (ARP2).</p>	

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<p>RB reported that the Report detailed significant achievements by the Trust in addition to areas where the Trust could make improvements.</p> <p>RB informed the Board that despite the challenges the Trust faced it was still performing well with a number of significant achievements attained.</p> <p>RB reported that the Trust had delivered an underlying £2.1m surplus.</p> <p>RDT added that the Trust had met the key financial targets.</p> <p>RB drew reference to the exceptional work undertaken over the festive period when the region had been devastated by unprecedented flooding. Emergency and other services from across the region were involved in this and he stated his belief that it was a prime example of great public duty and team work.</p> <p>BS informed the Board that that report had been accepted by the Audit Committee.</p> <p>The Interim Chairman thanked those involved in collating the report. She confirmed that the formatting, spelling and grammatical errors would be rectified during the proof reading exercise prior to publication.</p> <p>Approval: The Trust Board reviewed the content and approved the final draft of the Annual Report 2015/16 subject to the insertion of any outstanding figures when they became available and any amendments to the narrative requested by members of the Trust Board.</p>	
<p>3.2 Annual Accounts & Disclosure Statements – 2015/16</p> <p>RDT presented the Annual Accounts for 2015/16. He confirmed that, as outlined in the cover paper, the Trust had achieved each of its statutory duties, which were:</p> <ul style="list-style-type: none"> • Breakeven Duty; • External Financing Limit; • Capital Resources Limit. <p>RDT referred to the one-off transaction – Capital to Revenue transfer to be agreed by the Trust’s regulators NHS TDA. The Trust had liaised with the External Auditor in this regard and they had confirmed they were comfortable with how this had been treated. He confirmed it was non-recurrent income. BS informed the Board that the one-off transaction had been fully disclosed and the Audit Committee had accepted how this had been accounted for within the Accounts.</p> <p>RDT advised there had been a number of changes to the provisions:</p>	

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	<p>Account</p> <ul style="list-style-type: none"> • Amended note 14 to rebase Net Present Value (NPV) for Land and Buildings to reflect revaluation - adjust Net book Value (NBV) and Depreciation • Added detail of transactions to disclosure of related parties in note 31 • Amended wording for disposals other than for sale to "disposals" <p>Annual Report</p> <ul style="list-style-type: none"> • Payments to Ernst & Young, External Auditors, for VAT advice changed to £30k from £23k (page 22) • Added Better Payment Practice Code (BPPC) split between NHS and Non-NHS (page 22) • Updated Remuneration and Pensions tables: to reflect changed discount of 1.2%, and to provide detail on Roberta Barker, as well as merging the entries for the Chief Executive and Interim Chief Executive (RB). Also revised the previous Chief Executive, David Whiting's entry to show no pension accrual due to having left YAS and taking his NHS pension. • Added prior year comparatives for sickness leave <p>BS stated that the NED's pre-meeting had assisted Audit Committee members in their review of the Annual Accounts in preparation for that day's Audit Committee meeting at which the Committee formally agreed to recommend that the Trust Board should approve the Accounts.</p> <p>He further stated that there were no material outstanding matters to bring to the attention of the Board, adding that the Audit Committee had publically thanked the Finance team for their hard work and External Audit for the help they had provided in preparing the Annual Accounts.</p> <p>BS stated that there had been a very clear year-end close down process. The production of the Annual Accounts had gone smoothly and the External Auditors, Ernst & Young, had been complimentary about the work done by RDT and the Finance team.</p> <p>Approval: Subject to completion of the above amendments, the Trust Board signed off and approved the 2015/16 Annual Accounts having gained sufficient assurance of their accuracy and completeness.</p>	
3.3	<p>Quality Account – 2015/16 SP presented the 2015/16 Quality Account for approval.</p>	

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	<p>He stated that the document had been through the usual process of development, with two rounds of external consultation. The final draft included comments and feedback from Commissioners, Overview and Scrutiny Committees and associated Healthwatch organisations.</p> <p>He reported that the Audit Committee had requested the information at Quarter 4 to be updated to bring it up to year-end. He advised that there would be a cross reference between the Quality Account and the Annual Report. The Quality Account would be published ahead of the Annual Report at the end of June.</p> <p>DM asked whether the Clinical Commissioning Group (CCG) performance table was required as it was important to note that the Trust was not commissioned at that level.</p> <p>SP confirmed that it was a required table within the Quality Account.</p> <p>Action: To note against the CCG performance table that the Trust was not commissioned at that level.</p> <p>SP reported that the Quality Account presented a positive picture.</p> <p>The Interim Chairman thanked SP for the report and subject to the discussion and amendments as detailed by the Audit Committee and DM's comment she would recommend the report to the Trust Board.</p> <p>Approval: Subject to completion of the above amendments the Trust Board received and signed off the Final Draft of the 2015/16 Quality Account and approved the Quality Account to progress through the Quality Assurance Process.</p>	<p>SP</p>
<p>3.4</p>	<p>Annual Governance Statement – 2015/16</p> <p>RB presented the Annual Governance Statement (AGS) for the financial year 2015/16. He stated that the document had been considered by the Audit Committee which, subject to a number of minor grammatical amendments, had received, accepted and supported the AGS, prior to its endorsement by the Trust Board.</p> <p>RB stated that the AGS drew out the main risks in relation to the Board Assurance Framework (BAF) and the major challenges faced by YAS in-year. It gave significant assurance on the Internal Audit programme, confirming that limited assurance reports had been escalated to the Board as appropriate. Those audits still being progressed were not expected to change the opinion of the Head of Internal Audit.</p> <p>BS stated his belief that the document provided a lot of assurance about the high quality of governance within YAS.</p>	

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	<p>RB thanked SP for compiling the AGS on behalf of himself and the Executive team.</p> <p>Approval: Subject to completion of the above amendments the Trust Board received and accepted the Annual Governance Statement 2015/16 subject to completion of the amendments already discussed and agreed at Audit Committee.</p>	
<p>3.5</p>	<p>Letter of Representation to External Audit RDT presented the Letter of Representation to be submitted to the External Auditors with respect to the 2015/16 Annual Accounts.</p> <p>RDT explained that it has been agreed by Audit Committee that the letter should be signed by RDT as the Executive Director of Finance (Interim) and RB as Chief Executive and the Responsible Accountable Officer.</p> <p>BS confirmed that the Audit Committee had accepted the Letter of Representation for recommendation to Board.</p> <p>Approval: The Trust Board approved the content of the Letter of Representation, to be issued to the Auditors on 31 May 2016.</p>	
<p>3.6</p>	<p>External Audit Report For Those Charged with Governance BS introduced the Final External Audit Report to the Audit Committee on the audit for the year ended 31 March 2016. He stated that the External Audit/NED meeting the previous week had gone through the report page by page to gain assurance, adding that no questions had been forthcoming during that day's Audit Committee meeting. The Audit Committee had been assured that the one-off transaction – Capital to Revenue transfer had been fully disclosed and accepted how this had been accounted for within the Accounts.</p> <p>BS stated that it was a good clean audit.</p> <p>Approval: The Trust Board noted and received the External Audit Report for the year ended 31 March 2016.</p> <p>The Interim Chairman thanked everyone for attending and she advised that the Annual Account 2015/16 would be presented at the Annual General Meeting in September 2016. The meeting closed at 1155 hours.</p>	
<p>4</p>	<p>Date and Location of Next Meeting: 26 July 2016 - Mercure Hull Grange Park Hotel, Grange Park Lane, Willerby, Hull, HU10 6EA</p>	

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CERTIFIED AS A TRUE RECORD OF PROCEEDINGS

_____ **CHAIRMAN**

_____ **DATE**