

Trust Board Meeting in Public
Venue: Videoconference



Date: Thursday 24 June 2021
Time: 1045 hrs

Board Members Present:

Kathryn Lavery	(KL)	Chairman
Tim Gilpin	(TG)	Non-Executive Director
Andrew Chang	(ACC)	Non-Executive Director
John Nutton	(JN)	Non-Executive Director
Jeremy Pease	(JP)	Non-Executive Director
Rod Barnes	(RB)	Chief Executive
Kathryn Vause	(KV)	Interim Executive Director of Finance
Nick Smith	(NS)	Executive Director of Operations
Steve Page	(SP)	Executive Director Quality, Governance and Performance Assurance
Phil Storr	(PS)	Associate Non-Executive Director
Mandy Wilcock	(MW)	Director of People and Organisational Development
Karen Owens	(KO)	Interim Director Urgent Care & Integration
Simon Marsh	(SM)	Chief Information Officer

In Attendance:

Craig Bevan-Davies	(CBD)	Assistant Director Anti-Crime 360 Assurance (Internal Audit)
Kay Meats	(KM)	Client Manager 360 Assurance (internal Audit)
Joanne Bryson	(JB)	Director of Internal Audit Services, Audit One (internal Audit)
Sarah Ferguson	(SF)	Interim Associate Director of Corporate Affairs
Perry Duke	(PD)	Head of Financial Services – Financial controller
Dan Spiller	(DS)	Audit Manager Ernst & Young (External Audit)
Juliana Field	(JF)	Head of Corporate Affairs

Apologies:

Dr Julian Mark	(JM)	Executive Medical Director
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Minutes produced by:

Odette Colgrave	(OC)	Executive Coordinator
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To be resolved that the business to be transacted is of a confidential nature and that under the terms of the Public Bodies (Admission to Meetings) Act, 1960, Section 1, subsections 2&3, the Press and the public to be excluded from this part of the meeting.

The meeting commenced at 1047 hrs.

This will be recorded and accessed on the website.

Minute Ref:	
OPENING BUSINESS	
TB21/028	Apologies and Declaration of Interests:

Apologies were noted for this meeting. The Chair welcomed both ZA & AM to their first meeting along with colleagues from Ernst & Young, AuditOne and 360 Assurance. A special mention to SP as last Board meeting as deputy CEO.

Any declarations of interest would be considered during the meeting.

RECEIVE THE ANNUAL REPORT INCLUDING THE ANNUAL ACCOUNTS 2020/21 AND THE QUALITY ACCOUNT AND ANNUAL GOVERNANCE STATEMENT 2020/21

TB21/029

Annual Report 2020-21

- Annual Report including Annual Governance Statement

The Board received a paper seeking approval of the Annual Report narrative subject to the final audit opinion. The last 12 months has been dominated by the pandemic, across several areas with changes implemented following national guidance for staff and patients. Social distancing; single patient journeys; an increase of 999 contact centre staff to enhance the level of triage in patient care and video triage in 999 control room are all examples of change. In relation to the Trust Vaccination Programme, over 10k of staff have now been vaccinated. It was also noted the average pay gap decreased (improved) by 1.3%, from 5.21% in 2019 to 3.91% in 2020.

Digital technology has supported over 1,360 Corporate staff working from home with additional kits available supporting staff in 111 and 999 contact centres. Screening has also been put in place in control rooms to keep staff safe. The Executive Medical Director wanted to emphasise the Trust's achievements with research and development over the past 12 months. For the year 2020-21, considering the coronavirus pandemic the IUC service, saw a rise in demand of 7.5% from last year. We mobilised two new PTS contracts during the year – in North Lincolnshire in March 2020 and Hull in April 2020. YAS Paramedic and Clinical Pathways Manager Cathryn James was awarded the Queen's Ambulance Medal for Distinguished Service (QAM) in the Queen's New Year's Honours List.

With respect to the Annual Governance Statement, internal auditors identified three limited assurance reports in respect of Charitable Trust Funds; Expense, Travel and IUC Overtime and Bank & Treasury Management. The Head of Internal Audit Opinion provided good assurance the Trust has a sound system of internal control.

The Chairman acknowledged how hard our frontline staff have worked during the pandemic and the support given by the Executives, Non-Executives, and leadership across the Trust. The role of ICT changed rapidly and allowed us to remain as one team. The Health and Wellbeing of staff was a major focus during the pandemic and additional resources were made available.

PS joined the meeting at 1108 hrs.

- Head of Internal Audit Opinion (HIAO) and Report

The Board received a paper to provide the Audit Committee the HIAO report for the year ended 31 March 2021, which provided their opinion on the overall adequacy and effectiveness of the Trust's system of internal control. An opinion of good assurance was provided, that there is a sound system of internal control, governance and risk management designed to meet the organisation's objectives and that controls are generally being applied consistently.

	<p>The basis of the opinion was based in five key areas with additional commentary for each area listed on Pages 4-12. Of the 85 recommendations which were due to be completed during the year 72% of them have been implemented. Outstanding recommendations are reported to the Audit Committee at each meeting.</p> <p>The Audit Committee Chair thanked AuditOne with their collaboration of work with TEG and Trust Management Group. The Audit Committee recommended the Board to approve the Annual Report narrative.</p> <p>The Board resolved to:</p> <ul style="list-style-type: none"> • Approve the Annual Report narrative.
TB21/30	<p>Annual Accounts 2020-21</p> <p>The Board received a paper seeking approval and recommendation for the Annual Accounts from the Audit Committee.</p> <p>A minor amendment had been made to the Accounts for 2020-21 as noted below:</p> <p>Explanatory text at the end of note 5, Operating Expenses, to address the points raised.</p> <p><i>** Clinical Negligence costs relate to the Trust's contributions for The Clinical Negligence Scheme for Trusts (CNST). CNST handle all clinical negligence claims against member NHS bodies. Although membership of the scheme is voluntary, all NHS Trusts in England currently belong to the scheme. The costs of the scheme are met by membership contributions.</i></p> <p>The cash and cash equivalents at 31 March 2021 remained healthy at £64m. This year the Trust's operating deficit was £0.1m, reflecting income of £334.1m and expenditure of £334.2m. After finance costs, other income, and a dividend payment of £1.6m the total deficit was £1.0m for the year.</p> <p>The Audit Committee Chair confirmed the Audit Committee recommended the Board to approve the Annual Accounts.</p> <p>The Board resolved to:</p> <ul style="list-style-type: none"> • Approve the Annual Accounts.
TB21/031	<p>Post Balance Sheet Events</p> <p>The Board received a paper to confirm there have been no adjusting or non-adjusting post balance sheet events.</p> <p>The Audit Committee Chair confirmed the Audit Committee justified there had been no adjustments made to the account.</p> <p>The Board resolved to:</p> <ul style="list-style-type: none"> • Confirm that there have been no adjusting or non-adjusting post balance sheet events.

TB21/032	<p>Letter of Representation to External Audit</p> <p>The Board received a letter of representation to External Audit. The Audit Committee Chair confirmed his agreement to sign the letter of representation to External Audit.</p> <p>The Board resolved to:</p> <ul style="list-style-type: none"> • Note the content of the letter.
TB21/033	<p>External Audit Report for Those Charged with Governance</p> <p>The Board received a paper to present the external audit report for those charged with governance (ISA 260 report) and to seek approval for the additional £5,000 fee for WGA procedures. External auditors, Ernst & Young confirmed there were no corrected or uncorrected misstatements and identified no exceptions to the report.</p> <p>They have considered whether the outstanding Value For Money (VFM) procedures have an impact on their audit opinion on the financial statements and determined that they do not. As a result, they were able to issue their audit opinion on the financial statements but in the audit report they have reported that they have yet to complete their planned VFM procedures. They will issue their audit certificate and VFM commentary in the Auditor's Annual Report by the deadline of 30 September 2021.</p> <p>The Audit Committee Chair confirmed the Audit Committee recommended the Board to note the contents of the report and approve the additional £5,000 fee for WGA procedures.</p> <p>The Board resolved to:</p> <ul style="list-style-type: none"> • Note the content of the report and approve the additional £5,000 fee for WGA procedures. <p><i>DS left the meeting at 1126 hrs.</i></p>
TB21/034	<p>Quality Account 2020-21</p> <p>The Board received a paper to discuss, provide feedback by 28 June 2021 and approve the final draft Quality Account 2020-21. The Quality Account is a yearly mandated requirement of all healthcare providers and are published annually. The final draft YAS 2020-21 Quality Accounts have been informed by consultation with Trust Directors, Managers, and staff and with external stakeholders.</p> <p>Part Three illustrated the Ambulance Response Programme (ARP) response times with clear evidence of significant challenges and focus on patient safety. Due to the pandemic, the process of reporting on Learning from Deaths (LfD) had been paused. A new Safeguarding team came into post April 2020, at the beginning of the COVID-19 pandemic and embraced the challenges. An easy read will be provided and published on the Trust website. The Board wanted to acknowledge Amanda Best, Clare Ashby, and their colleagues for their contributions to the report.</p> <p>The Audit Committee Chair confirmed the Audit Committee recommended the Board to approve the Quality Accounts.</p> <p>The Board resolved to:</p>

	<ul style="list-style-type: none"> • Review and provides comment and feedback no later than 28 June 2021.
TB21/035	<p>Provider Licence Self-certification</p> <p>The Board received a paper seeking approval of the Trust's 2020-21 Provider Licence Declarations. The Board is required to sign-off two declaration documents, Condition G6 and Condition FT4. G6 indicates the provider has taken all precautions necessary to comply with the licence, NHS acts and NHS Constitution. FT4 indicates the provider has complied with required corporate governance arrangements. G6 will be published along with Accounts on the Trust website.</p> <p>The Audit Committee Chair confirmed the Audit Committee recommended to approve the Provider Licence declarations.</p> <p>The Board resolved to:</p> <ul style="list-style-type: none"> • Approve the Trust's 2020-21 Provider Licence Declarations, G6 and FT4.
TB21/036	The CEO wanted to thank all Board members and leadership teams for a huge amount of resilience and tireless efforts demonstrated over the past 12 months.
CLOSING BUSINESS	
TB21/037	<p>Key Points Arising & Review of the Meeting</p> <p>The Chairman thanked the Audit Chair and Committee members.</p>
Date of the Next Meeting of the Trust Board Held in Public: 27 July 2021	

The meeting closed at approximately 1142 hrs.

CERTIFIED AS A TRUE RECORD OF PROCEEDINGS

_____ **CHAIRMAN**

_____ **DATE**