

**King's College Hospital NHS Foundation Trust Board of Directors**

Minutes of the meeting of the Board of Directors  
 Held at 12.30 hrs on Thursday, 04 June 2009 in the Dulwich Committee Room,  
 King's College Hospital

<b>Members</b>	Michael Parker (MP) Robert Foster (RF) Rita Donaghy (RD) Maxine James (MJ) Prof Alan McGregor (AM) Dr Martin West (MW) Vacancy Tim Smart (TS) Prof John Moxham (JM) Simon Taylor (ST) Paula Townsend (PT) John Watson (John W)	Chair Non-Executive Director Non-Executive Director Non-Executive Director Non-Executive Director Non-Executive Director Non-Executive Director Chief Executive Executive Medical Director Chief Financial Officer Acting Director of Nursing Acting Director of Operations
<b>Non-voting Directors</b>	Zoe Lelliott (ZL) Ahmad Toumadj (AT) Jane Walters (Jane W)	Acting Director of Strategy Director of Capital, Facilities & Estates Director of Corporate Affairs
<b>In attendance:</b>	Rita Chakraborty	Assistant Board Secretary (minutes)

<b>Item</b>	<b>Subject</b>	<b>Action</b>
<b>09/75</b>	<b>Apologies</b> Angela Huxham	
<b>09/76</b>	<b>Declarations of Interest</b> None.	
<b>09/77</b>	<b>Chair's Action</b> None.	

## **09/78 Auditor's Annual Governance Report**

ST introduced this item. There had been a discussion concerning the unaudited accounts at the 19 May Finance Committee.

Following completion of the audit, the Audit Committee had considered the accounts and Auditor's Annual Governance Report earlier that day. ST summarised the committee's observations on the accounts and annual governance report:

- There were no material changes to the accounts. However, due to a change in the threshold for materiality from 10% to 1% of turnover, unadjusted errors to a value of £761,000 were listed in the report.
- Unadjusted errors were noted
- The new materiality level was considered to be too low. It was suggested that 5% (rather than 1%) was preferable and the committee's comments would be conveyed to the Audit Commission.
- The Auditor had made observations on issues such as correct estimation of the life of fixed assets in depreciation calculations, and the accounting treatment of private patients' income.
- The Audit Committee expressed their gratitude to the Finance Team, noting the substantial performance improvements and positive response to prior year recommendations.

On behalf of the Audit Committee, Martin West recommended acceptance of the Annual Governance Report.

This was AGREED by the Board.

## **09/79 Letter of Representation**

A letter of representation was considered. It confirmed the Trust's representations to the Auditor having made appropriate enquiries of other directors and officers. The letter required signing by the Chair of the Audit Committee, Chief Executive and the Chief Financial Officer, on behalf of the Board of Directors.

The following changes were suggested:

- Change "I" to "We" to reflect the multiple signatories
- Change final paragraph to include Board of Directors
- Add explanation of "unadjusted misstatements" (currently entitled "uncorrected misstatements")

On behalf of the Audit Committee, Martin West recommended that the Board of Directors give authority for the signing of the letter of representation.

The Board APPROVED signing of a letter of representation by the Chair of the Audit Committee, Chief Executive and the Chief Financial Officer.

**09/80 Annual Report and Accounts 01 April 2008 – 31 March 2009**

This document would be submitted to Parliament and Monitor in compliance with mandatory requirements, and would be available to members of the public on request.

In addition, a shorter printed Annual Review, including summary financial information, would be distributed to stakeholders and would also be available to members of the public on request. This would be used as a corporate brochure for the Trust.

On behalf of the Audit Committee, Martin West recommended the recommend the approval of the Annual Report and Accounts.

The Board noted and APPROVED the Annual Report and Accounts 2008-09.

**09/81 AOB**

Care Quality Commission – 5 June visit

Tim Smart informed the Board that a small team from the Care Quality Commission would be visiting the Trust once again following their initial visit in May. They would be inspecting patient areas to check compliance with the Hygiene Code, and had requested interviews with some staff. Amongst others, Tim Smart, Paula Townsend and Jorge Sousa would make themselves available for questions.

Environment Agency

Ahmad Toumadj informed that Board that the Environment Agency had visited the Trust on 2<sup>nd</sup> and 3<sup>rd</sup> June and had expressed satisfaction with progress since the last visit in 2007. No concerns were raised. A report would be forwarded to the Trust in 2-3 months. Tim Smart thanked Ahmad and the CEF team, especially Tania Palk for their hard work.

**09/82 Date of Next Meeting:**

Tuesday 30 June 2009 at 3.00 pm in the Dulwich Committee Room.