

King's College Hospital NHS Foundation Trust Board of Directors - PUBLIC

Minutes of the meeting of the Board of Directors held at 11:00 on Tuesday, 28 May 2013 in the Dulwich Committee Room, King's College Hospital.

Members:

Prof Sir George Alberti (GA)	Trust Chair
Graham Meek (GM)	Non-Executive Director, Vice Chair
Marc Meryon (MM1)	Non-Executive Director
Chris Stooke (CS)	Non-Executive Director
Faith Boardman (FB)	Non-Executive Director
Sue Slipman (SS)	Non-Executive Director
Prof. Ghulam Mufti (GM1)	Non-Executive Director
Tim Smart (TS)	Chief Executive
Simon Taylor (ST)	Chief Financial Officer
Dr. Michael Marrinan (MM)	Medical Director
Dr. Geraldine Walters (GW)	Director of Nursing & Midwifery
Angela Huxham (AH)	Director of Workforce Development (until item 13/63)
Jane Walters (JW) – <i>Non-voting Director</i>	Director of Corporate Affairs
Jacob West (JW1) - <i>Non-voting Director</i>	Director of Strategy (except for part item 13/62-13/63)

In attendance:

Peter Fry (PF)	Asst. Director of Performance & Contracts
Tamara Cowan (TC)	Board Secretary (Minutes)

Apologies:

Roland Sinker (RS)	Chief Operating Officer
--------------------	-------------------------

<u>Item</u>	<u>Subject</u>	<u>Action</u>
13/93	<u>Apologies</u> Apologies for absence were noted.	
13/94	<u>Declarations of Interest</u> There were no declarations of interest.	
13/95	<u>Chair's Action</u> There were no Chair's actions to report.	

<u>Item</u>	<u>Subject</u>	<u>Action</u>
13/96	<p data-bbox="292 252 812 283"><u>Annual Report & Accounts 2012-2013</u></p> <p data-bbox="292 315 1299 388">The Board noted and discussed the Annual Report and Accounts 2012-2013, comprised of the annual report, quality account and annual accounts. The Board raised the following comments:</p> <ul data-bbox="292 420 1299 766" style="list-style-type: none"> <li data-bbox="292 420 1185 451">• The research component needs expanding in the quality account; <li data-bbox="292 493 1299 556">• Details about the clinical research facility should be included in the quality account; <li data-bbox="292 598 1250 661">• It would be helpful to have a four page concise summary of the quality accounts to circulate; and <li data-bbox="292 703 1299 766">• The increase in operational expense detailed on page 174 is driven by the Trust's capacity challenges but there are plans to reduce this in 2013-14. <p data-bbox="292 798 1250 861">It was agreed that, mindful of the tight turnaround time GM1's text on research would be included in the quality account.</p> <p data-bbox="292 903 1364 997">CS advised that the Audit Committee had considered the Draft Annual Report and Accounts 2012-2013 together with the reports from Deloitte. He noted the following key points:</p> <ul data-bbox="341 1008 1347 1480" style="list-style-type: none"> <li data-bbox="341 1008 1282 1071">• The auditors had made some recommendations around controls and processes which the Trust has responded to and will be addressing; <li data-bbox="341 1102 1331 1207">• The audit did not bring to light any material issues and the auditors would be issuing an unmodified audit opinion on the truth and fairness of the financial statements; <li data-bbox="341 1239 1347 1375">• Similarly, the auditors conducted a review the of content of the 2012/13 quality account against the content requirement detailed in national guidance and proposed to issue a limited assurance report that the report conforms to the required standards; and <li data-bbox="341 1407 1347 1480">• The Audit Committee recommends the Board approves the Annual Report and Accounts 2012-2013. <p data-bbox="292 1512 1364 1575">TS, MM1 and GW advised that they had identified some minor typographical errors which they would provide to TC for amendment.</p>	GM1
	<p data-bbox="292 1606 1331 1711">The Board approved the Annual Report and Accounts 2011/2012 subject including the wording from GM1 and correction of the minor typographical errors provided by GW and MM1.</p>	
	<p data-bbox="292 1743 1364 1908">The Board also requested that the hard work that goes into pulling together the annual report and accounts is recognised and that GA should write to those involved, namely, Simon Dixon, Nicola Hoeksema, Leonie Mallows, Tooba Ahmadi, Pollyanna Jones and Angela Grainger. TC would provide this list of names to GA.</p>	GA/TC

<u>Item</u>	<u>Subject</u>	<u>Action</u>
13/97	<p><u>External Auditor Final Report on 2013 Audit</u></p> <p>The Board noted the final report on the 2013 Audit from Deloitte.</p> <p>The Board also noted the draft management representation letter included in appendix 4 of the report and authorised TS to sign the letter on behalf of the Board.</p>	TS
13/98	<p><u>External Auditor Independent Assurance Report on Quality Accounts</u></p> <p>The Board noted the external auditor independent assurance report on Quality Accounts.</p>	
13/99	<p><u>Chair's and Non-Executive Directors' (NED) Report</u></p> <p>The report on the activities of the Chairman and non-executive directors for the period was noted.</p>	
13/100	<p><u>Annual Plan 2013/2014 – Revised Financial Statements</u></p> <p>The Board noted and discussed the revised financial statements which form part of the Trust Annual Plan 2013-2014 submission to Monitor.</p> <p>ST advised that there had been a change in the Trust's financial plan for 2013-14 since the Board approved the financial statements on 21 May 2013. The revised position relates to a change in the liquidity position of the Trust as flagged at the Finance & Performance Committee.</p> <p>The revised position has moved the Trust's operating surplus target to breakeven and improvement of overall liquidity position.</p> <p>The Board approved the submission of the revised financial statements to Monitor.</p>	
13/101	<p><u>Any Other Business</u></p> <p>There were no other items of business raised for discussion.</p>	
13/102	<p><u>Date of Next Meeting</u></p> <p>Tuesday, 25 June 2013 at 14:30 in the Dulwich Committee Room.</p>	