

Board Part 1

DRAFT Minutes of the extraordinary Trust Board meeting (to approve the Annual Report and Accounts 2016/17), held on Thursday 25 May 2017, at 1.00-1.30pm, at the Boardroom, Trust Headquarters, 9 Alie Street, London E1 8DE

Present:	Marie Gabriel	Trust Chair
	Millie Banerjee	Non-Executive Director
	Ken Batty	Non-Executive Director
	Paul Calaminus	Chief Operating Officer
	Kevin Cleary	Chief Medical Officer
	Steven Course	Chief Financial Officer
	Mary Elford	Non-Executive Director
	Navina Evans	Chief Executive Officer
	Mason Fitzgerald	Director of Corporate Affairs
	Paul Hendrick	Non-Executive Director
	Jenny Kay	Non-Executive Director
	Kingsley Peter	Non-Executive Director
	Robert Taylor	Non-Executive Director
	Jonathan Warren	Chief Nurse and Deputy Chief Executive
	Mohit Venkataram	Director of Commercial Development
	Stefan Priebe	Board Academic Adviser (non-voting)
In attendance:	Sandi Drewett	Director of HR and Organisation Development

Apologies: None

The minutes are produced in the order of the agenda

1 Welcome and apologies for absence

1.1 The Chair welcomed everyone to this single item meeting which was called for the Board to receive and approve the Annual Report and audited Accounts 2016-17 before they are submitted to NHS Improvement (NHSI) and laid in front of Parliament.

1.2 There were no apologies for absence.

2 Declarations of Interest

2.1 No interests were declared except the standing ones.

3 Annual Report and Accounts 2016/17

3.1 The Chief Financial Officer introduced the report which comprised the Summary Report on the Accounts, the audited Accounts, the Annual Report including the Quality Report, the independent auditor's report on the financial statements (including ISA260), and the independent auditors' report on the Quality Report. He highlighted the following:

- The Annual Report and audited Annual Accounts 2016/17 are due to be submitted to NHSI by 31st May 2017.
- The Audit Committee considered the draft/summary Accounts, draft Annual

Governance Statement and draft Quality Report at its meeting on 25th April 2017. The Committee's initial comments were incorporated in the documents.

- The Quality Assurance Committee had considered the first draft Quality Report at its meeting on 3 April 2017 and members' comments were incorporated in the final document.
- The audit of the Accounts commenced on 2nd May 2017 and was completed smoothly. There were some changes to the draft Accounts which were identified during the audit process and agreed with our Auditors. These are highlighted in the ISA260 Audit Highlights Memorandum by KPMG, our external Auditors.
- There was no adverse impact on the Single oversight framework rating of "2" that was reported to the Trust Board in April as a result of the changes agreed with our Auditors.
- The Audit Committee also approved the management representation letters in connection with the audit of the financial statements and limited assurance engagement regarding the Quality Report. These were circulated with the papers for the meeting.

3.2 The Audit Committee Chair reported that the Committee had scrutinised the documents and had no concerns. The auditors have issued a clean opinion. In addition, the auditors commended ELFT's accounts as being exceptional. Therefore, the Audit Committee recommends to the Board the adoption of the Annual Report and Accounts 2016-17.

3.3 The Board thanked the Finance Team, the Head of Quality Assurance and all the staff who contributed in the work.

3.4 The Board **RECEIVED** and **APPROVED** the Annual Report and Accounts 2016/17 for submission to NHS Improvement and being laid in front of Parliament

4 **Dates of Next Meeting**

- Thursday 29 June 2017

The meeting closed at 1.30pm.