

# The Clatterbridge Cancer Centre NHS Foundation Trust

## MINUTES OF THE EXTRA-ORDINARY BOARD MEETING

Held on Thursday 23 May 2019 at 2:15pm  
R&I Room 2&3

<b>Present:</b>	Alison Hastings Mark Tattersall Mark Baker Liz Bishop James Thomson Sheila Lloyd Sheena Khanduri Joan Spencer	Non-Executive Director (Chair) Non-Executive Director Non-Executive Director Chief Executive Director of Finance Director of Nursing Medical Director Interim Director of Operations
<b>In Attendance:</b>	Angela Wendzicha Sarah Atherden	Assoc Director of Corporate Governance Corporate Governance (Secretary)

Item No	Opening Matters	Action
P1/086/19	<p><b>Apologies</b></p> <p>Apologies were received from Kathy Doran, David Teale, Geoff Broadhead, Jayne Shaw and Mike Varey.</p>	
P1/087/19	<p><b>Declarations of Committee Members and other attendees interests concerning agenda items</b></p> <p>No declarations of interest were made.</p>	
<b>Governance</b>		
AUD/088/19	<p><b>2018/19 Annual Report &amp; Accounts including:</b></p> <ul style="list-style-type: none"> <li>• External Audit Findings Report</li> <li>• External Audit Letter of Representation</li> <li>• Annual Report &amp; Accounts (inc: Quality Report)</li> </ul> <p>The Chair asked MT to provide a summary of discussions and recommendations following the Extra-Ordinary Audit Committee.</p> <p>Due to timings, MT provided a verbal update to the Board, with the following points highlighted:</p> <ul style="list-style-type: none"> <li>• External Audit had provided their <i>Draft Findings Report</i>, reporting by exception. Work is substantially complete and there are no matters anticipated to modify the current unqualified audit opinion.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Outstanding matters requiring resolution relate to receipt of the management representation letter, resolution of outstanding audit queries and a review of the final set of financial statements.</li> <li>• A significant challenge identified by the Audit Committee on 14 May 2019 in relation to Trust compliance with the new Accounting Standard IFRS9, has been resolved.</li> <li>• MT highlighted that although there were no substantive issues, a number of basics had been missed and the processes for future year-end planning would be reviewed. A review will be carried out and the outcomes presented to the July 2019 Audit Committee.</li> <li>• External Audit are content with the two unadjusted misstatements as they are immaterial to the year-end financial position. As a result the Audit Committee approved management’s treatment for these items.</li> <li>• No material changes are required to the Annual Report, only cosmetic amendments.</li> <li>• One final clarification remains with the Quality Report.</li> </ul> <p>MT advised that there were no substantive issues and that this had been reinforced by External Audit. The Audit Committee had noted the significant efforts in relation to Quality performance and the work to finalise the Annual Report &amp; Accounts.</p> <p>MT, as Chair of the Audit Committee, sought approval for the 2018/19 Annual Report, Accounts and Quality Report. This recommendation was approved by the Board.</p> <p><b>The Board:</b></p> <ul style="list-style-type: none"> <li>• <b>Approved</b> the 2018/19 Annual Report, Accounts and Quality Report.</li> </ul>	
AUD/089/19	<p><b>NHS Improvement Self-Certification</b></p> <p>AW introduced this item and advised that the Audit Committee had agreed with the proposed self-certification for onward submission to Trust Board.</p> <p>The Board were informed that Jane Wilkinson, Governor, had raised a concern at the Audit Committee that training for governors had not been addressed sufficiently. AW advised that this had been noted within the self-declaration and confirmed this will be addressed in 2019/20, with refresher training provided for all governors.</p> <p><b>The Board:</b></p> <ul style="list-style-type: none"> <li>• <b>Approved</b> the Trust Self-Certification for Conditions FT4, G6 and CoS7.</li> </ul>	

<b>AUD/090/19</b>	<b>Any Other Business</b>	
	No other items were raised.	
	The meeting concluded at 3:00pm. The next meeting will be held on 29 May 2019, JKD Building, 9:30am.	

DRAFT