

**Minutes of the meeting  
of the NHS Health Scotland Board  
held at 1pm on Tuesday, 23 June 2015  
in Rooms G1 & G2 (Ground Floor) Meridian Court, Glasgow  
(Private Session)**

**Present:**

- Ms M Burns (in the Chair)
- Mr R Pettigrew
- Ms A Jarvis
- Dr P Stollard
- Dr A M Wallace
- Ms J Fraser
- Ms E Fullerton
- Ms M Mellon
- Mr M Craig
- Mr G McLaughlin
- Ms C Denholm

**In attendance:**

- Mr A Patience
- Ms M Riordan (minute)

**ACTION**

1. **Apologies**

There were no apologies.

2. **Annual Accounts for NHS Health Scotland for 2014/15**  
(HS Paper 21/15)

The Executive Finance and Procurement Manager (EFPM) introduced the paper and Health Scotland's Annual Accounts to the Board. He advised the Board that the Audit Committee had discussed the accounts at their meetings on the 10 June and the 23 June. As a result of these discussions a number of minor changes had been made to the accounts.

Remuneration Report for the year ended 31 March 2015

The EFPM drew the Board's attention to page 12 of the accounts where there had been a slight reduction in real increase in cash equivalent transfer value (CETV) under Pension Benefits for each individual listed in the table. A revised page showing the minor changes to the real increases in CETV was tabled for reference.

**ACTION**

Note 8 – Trade and other Receivables

Total Receivables due within one year - Total amended from £211k to £280k.

Directors Report – Paragraph 12 – Corporate Governance

The EFPM drew the Board's attention to paragraph 12, Corporate Governance. He informed the Board that the number of Committee meetings attended by members would be disclosed in the final accounts in the form of a table at the end of the Directors Report. The number of attendances for each member for each Committee was read out by the EFPM from the Assurance Statements provided by the Chair of each Committee to the Audit Committee earlier in the day.

Annual Accounts – Independent Auditor's Report (Audit Certificate)

The EFPM confirmed to the Board that an updated version of their Audit Certificate would be included in the final accounts. A copy of the updated Audit Certificate was tabled.

It was noted that the Audit Certificate on page 22 of the draft accounts will be shown on page 21 of the final accounts.

The Chair of the Audit Committee explained to the Board that the Audit Committee had met twice to discuss the Annual Accounts. He said that the accounts had been discussed in detail by the Committee at both meetings. Positive reports had been received from both the internal and external auditors. On this basis, the auditors were content that the Board adopted the Annual Accounts.

The Chair of the Audit Committee informed the Board that the Audit Committee had reviewed the Assurance Statements supplied by Committee Chairs and the Executive Team which allowed the governance statement to be prepared and which was included in the Annual Accounts.

It was noted that an amendment required to be made to the Letter of Representation on page 2 to correct the job title as stated from Executive Finance and Performance Manager to Executive Finance and Procurement Manager.

The Chair of the Audit Committee recommended that the Board adopt the Annual Accounts, subject to the amendment being made to the Letter of Representation.

**ACTION**

The Board formally approved and adopted the Annual Accounts for the year ended 31 March 2015.

The Board were content that the Letter of Representation was signed on behalf of the Board, subject to the amendment on page 2.

The Chair concluded the meeting.