

# Agenda

**Meeting date:** 27.2.19

**Meeting time/venue:** 15:00 Skipton House

**Meeting title:** Extraordinary NHSCFA Board Meeting (restricted agenda)

## Members:

- (TT) Tom Taylor (Chairperson NHSCFA)
- (JS) Jayne Scott (Non Executive Director)
- (MS) Martin Spencer (Non Executive Director)
- (CS) Professor Carl Stychin (Non Executive Director)
- (SF) Susan Frith (Interim Chief Executive, NHSCFA)
- (MJB) Matthew Jordan-Boyd (Director of Finance, NHSCFA)

## Attendees:

- (AS) Ann Sturgess (Corporate Governance Manager and Board Secretary, NHSCFA)
- (PG) Paul Golightly (Deputy Director, DH Anti Fraud Unit representative)
- (FM) Freedom MacKay (Senior Compliance & Complaints Officer NHSCFA) *Minute Taker*

## Observer:

Davina Teeluck – Staff engagement Group Observer

## Agenda

1. Welcome **TT**
2. Apologies **TT**
3. Declarations of interest
4. Minutes for approval **paper b TT**
5. Action log **paper c TT**
6. Verbal update on 19/20 budget position **MJB**
7. NHSCFA business plan 2019-20 **SF**

## Date of next meeting:

6.3.19 Citygate Newcastle

Note: Accommodation, travel tickets & car parking must be booked in advance

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# Minutes

**Meeting date:** 27 February 2019

**Meeting Venue:** Skipton House, London

**Meeting title:** NHSCFA Extraordinary Board meeting

**Attendees (Board members):**

(TT) Tom Taylor– (Chairperson of the NHSCFA Board)  
(SF) Susan Frith (Interim Chief Executive, NHSCFA)  
(JS) Jayne Scott (Audit Committee Chair, NHSCFA)  
(CS) Professor Carl Stychin (Non Executive Director, NHSCFA)  
(MS) Martin Spencer (Non Executive Director, NHSCFA)

**Attendees:**

(MJB) Matthew Jordan-Boyd (Director of Finance, NHSCFA)  
(AS) Ann Sturgess (Corporate Governance Manager and Board Secretary, NHSCFA)  
(RH) Richard Hampton (Head of Intelligence and Crime Reduction, NHSCFA)  
(PG) Paul Golightly (Director, Department of Health and Social Care Anti Fraud Unit )  
(FM) Freedom Mackay (Note taker - NHSCFA)  
(DT) Davina Teeluck (Staff Engagement Group observer)

1. Welcome
  - 1.1 TT welcomed all to the NHSCFA Board meeting.
2. Apologies
  - 2.1 There were no apologies.
    - i.
    - ii.

iii. 3.  
interest

iv.

3.1 The Board confirmed that all declarations of interest were up to date.

#### 4 Verbal update from Chair

4.1 TT provided an update on the recruitment of the CEO.

4.2 TT noted that he had attended a reception for government NEDS at 10 Downing Street. TT confirmed that the event had provided a good networking opportunity.

4.3 TT highlighted that all Chairs have been sent EU Exit letters but noted that his had not yet arrived and asked PG to look into. **Action point 26: PG to chase up EU Exit letter for TT.**

#### 5. General update from the NEDs

5.1 The Board agreed that they were impressed with the Fraud Squad series that had recently aired and the ensuing publicity. SF confirmed that a trend analysis would be undertaken, including looking at the resulting increase in fraud reporting. SF agreed that she would ask for arrangements to be made for the series to be archived for an extended period on iplayer.

5.2 JS provided an update on the recent ARC and noted that she would ensure the minutes would be available for the Board meeting on 6 March 2019. JS noted that issues raised at the ARC included control environment and CFA dependence on the BSA, for example no general ledger arrangements in place. JS agreed that whilst there had been some good progress with the BSA there was still work to be done and noted that the ARC had asked MJB and SF to look into future financial CFA/BSA management. **Action point 27: MJB & SF to look into future CFA/BSA financial management (link to ARC action).**

5.3 JS noted that the ARC had discussed an internal audit review of payroll and the ongoing work on the new risk management system. JS noted that the ARC is prioritising key areas and that there will be an additional ARC held to discuss on 11 March 2019.

v. 6.  
approval

6.1 The Board reviewed and agreed the minutes of the last Board meeting.

**7. Action log**

7.1 The Board reviewed the action log and updated accordingly.

**8. Verbal update on 19/20 budget position**

8.1 MJB reported that there will be a meeting on 15 March to discuss budget setting for 2019/20. MJB added that a provisional budget may be set as an interim measure.

**9. NHSCFA business plan 2019-20**

9.1 SF outlined the Business Plan objectives 2019/20 to be agreed with the DH&SC tomorrow. It was agreed that further adaptations would be required. SF added that an EU exit objective had been included in the Business Plan.

9.2 The Board reviewed the business plan and provided feedback. The following actions were agreed as a result of the discussion:

**Action point 28: List of documents that Board has ownership of to to be agreed and discussed on agenda at next Board meeting.**

**Action point 29: Timeline for for Business plan for 2021 to be added to agenda for next Board meeting.**

**Action point 30: Board to send any other comments on Business Plan to the Board Secretariat inbox for AS to pick up by CoP Friday.**

**Action point 31: Feedback from Board to be incorporated into the Business Plan 2019/20. SF will amend accordingly and circulate revised version prior to sign off in March.**

**10. Date of next meeting**

10.1 6 March 2019, Citygate, Newcastle.