

Paper No. SET/56/19	
	Tick One ✓
For discussion	
For approval	
For information/noting	✓

Date of Trust Board Meeting: 28 August 2019

Confidential or Public Agenda: Public

Agenda item: Annual review of the Management Statement/Financial Memorandum

1.0 Introduction

This paper and attachment provides an overview of the Management Statement/Financial Memorandum (MS/FM) for the Trust which is presented to Board members on an annual basis, for information.

The document was last revised by Department of Health (DoH) in conjunction with the Trust during 2017 and issued to the Trust on 11 January 2018. A paper detailing the changes to the document was presented, for information, to the Trust Board at its meeting on 28 February 2018.

2.0 Background information

The Trust's second Management Statement/Financial Memorandum was formally signed by Mr McCaughey, Chief Executive (8 November 2017) and Mr Richard Pengelly, Permanent Secretary and Chief Executive of the HSC (6 December 2017) respectively. Section 1.13 of the Management Statement states that:

“copies of the Management Statement shall be made available to the public on the Trust's website. It also states that a copy of the Management Statement & Financial Memorandum (MS/FM) should be given to all newly appointed Board Members and Senior Executive staff on appointment. Additionally the MS/FM should be tabled for the information of Board members at least annually at a full meeting of the Board. Amendment made to the MS/FM should also be brought to the attention of the full Board on a timely basis”.

I can confirm that all existing Board Members and Senior Executive staff have received copies of the MS/FM. The Trust, on an annual basis, tables the MS/FM, for the information of Board members, at a full meeting of the Trust Board. A copy of this document is also available on the Trust's website.

3.0 Brief summary of key points contained in the paper/s

The document includes information on the following items:-

- Introduction;

- Trust founding legislation, functions and duties;
- Aims, objectives and targets;
- Responsibilities and Accountability – DHSSPS and Trust Personnel;
- Planning, Budgeting & Control;
- Budgeting Procedures;
- External Accountability;
- Staff Management; and
- Role of Non-Departmental Public Bodies
- Appendices – documents to be submitted to Sponsor Branch

4.0 Recommendation/s for the Trust Board (please state if the paper/s is for information/noting or for approval by Board members)

To note, for information, the extant Management Statement/ Financial Memorandum operated by the Trust.

Lead Director: Mrs Myra Weir

Designation: Director of Human Resources & Corporate Affairs

Date: 19 August 2019