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LHB63

**ROSSLYNLEE MENTAL HOSPITAL GROUP
BOARD OF MANAGEMENT**

Introduction

After the creation of the NHS in 1948, each Regional Hospital Board was further divided into local Hospital Boards of Management. Within the Lothian region, the South Eastern Regional Hospital Board appointed the Rosslynlee Mental Hospital Group Board of Management. It controlled Herdmanflat Hospital (also known as Haddington Hospital) and Rosslynlee Hospital.

In 1957 this Board of Management was dissolved. Herdmanflat Hospital became part of East Lothian Hospitals Board of Management and Rosslynlee Hospital became part of Royal Edinburgh and Associated Hospitals Board of Management.

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LHB63 **ROSSLYNLEE MENTAL HOSPITAL GROUP**
BOARD OF MANAGEMENT

1 **Administrative Records, 1949-1957**

1 Minutes of Board of Management and Committees, 1949-1957

The files contained a mixture of minutes of both full Board of Management meetings and Committee meetings. The following committees are included: Haddington Committee, Rosslynlee Committee (both of which reported on the day to day running of the two hospitals), Haddington Farm Committee, Rosslynlee Farm Committee, Finance Committee, Endowments Committee.

1 31 Mar 1949 – 16 Nov 1950 3 folders.

2 29 Nov 1950 – 27 Mar 1952 2 folders.

3 24 Apr 1952 – 24 Mar 1955 3 folders.

4 13 Apr 1955 – 8 Nov 1956 3 folders.

5 22 Nov 1956 – 12 Sep 1957 From May 1957, Rosslynlee Committee called the Rosslynlee House Committee and met at the Royal Edinburgh Hospital.

2 Endowment Committee, 1955-1956

There are also Endowment Committee minutes in the later folders of LHB63/1/1.

1 24 Feb 1955 – 25 Oct 1956

3 Rosslynlee Hospital Joint Consultative Committee, 1956

1 1 Mar 1956 – 20 Sep 1956

4 Agendas, 1957

Agendas of Board of Management, Haddington Committee and Finance Committee.

1 24 Jan 1957 – 14 Mar 1957

2 Financial Records, 1950-1957**1 Files Relating to Annual Accounts, 1950-1956**

- 1 1950 – 1952 [Annual Accounts]. Includes sales from Rosslynlee Hospital farm; patients' allowances; invoices; analysis of expenditure; detailed statement of Hospital running costs.
- 2 1951 [Annual Accounts]. Mostly drafts and notes. Includes salary lists; Form 9b – detailed statement of Hospital running costs; canteen, shop or occupational therapy trading account; abstract of receipts and payments; capital expenditure; analysis of expenditure.
- 3 1951 – 1953 Annual Accounts – Papers etc. Includes draft copies of Form 108 recording miscellaneous income, net expenditure, capital expenditure, trading accounts; analysis of expenditure for year to 31/3/52; estimates 1951/52 – allocation of Hospital running costs; Form 9b - detailed statement of Hospital running costs; breakdown of salaries; farm trading account; apportionment of rates; statement of fireplaces at staff cottages.
- 4 1952 – 1956 Board of Management for Rosslynlee and Haddington – Control Audit Year to 31st March 1952. Also papers for year ending 31/3/56. Includes occupational therapy account; garden account; farm trading account; summary of staff employed and salaries paid; Form 9b – detailed statement of Hospital running costs; abstract of receipts and payments; analysis of expenditure; audit report for 1956 only.
- 5 1953 Board of Management for Rosslynlee and Haddington Mental Hospitals – Accounts for Year Ended 31 March 1953. Includes garden trading account; farm trading account; summary of total staff employed and salaries paid; Form 9b - detailed statement of Hospital running costs; capital expenditure; abstract of receipts and payments. Original ref: B/M 53.
- 6 1954 Annual Accounts 1953-54. Includes garden trading account; farm trading account; summary of stocks; capital expenditure; analysis of expenditure; Form 9b – detailed statement of Hospital running costs; abstract of receipts and payments; memorandum on procedure for accounting.

2 Financial Records, 1950-1957**1 Files Relating to Annual Accounts, 1950-1956**

7 1954 [Signed and Audited Accounts]. Includes garden trading account; farm trading account; summary of stocks; Form 9b – detailed statement of Hospital running costs; capital expenditure; analysis of expenditure; abstract of receipts and payments. Documents signed by Board chairman and auditor's certificate included.

2 Estimates, 1951-1954

1 1951 Estimates – Revised 1952-52 – Original 1952-53. [With Conservation]

2 1951 – 1952 [Estimates]. Mostly drafts and notes. Includes notes on procedures for revised estimates; budget 1951-1952 and 1952-1953; analysis of expenditure; menus for April 1952.

3 1952 – 1954 Estimates – Revised 1952/53 – Original 1953/54. Includes estimate of staff, salaries and wages for year ending 31/3/54; estimate of expenditure on Hospital running costs for years ending 31/3/53 and 31/3/54; summary estimates; menus for April 1952; analysis of expenditure for 6 months to 31/8/52; abstract of receipts and payments for year ending 31/3/52.

4 1953 – 1954 Revised Estimates 1953/54 – Estimates 1954/55. Lists staff salaries; analysis of expenditure; estimates.

3 Daily Bank Balances, 1956-1957

1 31 Mar 1956 – 31 Jul 1956 Rosslynlee and Haddington Mental Hospitals Board of Management – Daily Bank Balances.

2 1 Aug 1956 – 5 Feb 1957 Rosslynlee and Haddington Mental Hospitals Board of Management – Daily Bank Balances. 2 folders.

2 Financial Records, 1950-19574 Stock Lists, 1951-1954

These lists were possibly compiled as part of the annual accounts process as some of annual accounts files include examples. The lists include the number and value of the items.

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| 1 | 1951 – 1952 | Originally loose papers. Rosslynlee and Haddington Hospital stock lists for crockery, hardware, patients' clothing etc. Some not identified by hospital. Includes analysis of expenditure. 3 folders. |
| 2 | 1953 – 1954 | Lists for East Lothian Mental Hospital, Haddington. Includes lists for crockery, hardware, patients' clothing, bedding, cleaning materials, provisions, staff uniforms; stores receipts and issues. 3 folders. |

3 Staff Records, 1950-1962

These files contain circulars from the Department of Health relating to pay and conditions and correspondence on particular cases. Some of the files go beyond 1957 when this Board was dissolved. This was presumably because the files were transferred to and maintained by the Royal Edinburgh and Associated Hospitals Board of Management which took over the management of Rosslynlee Hospital.

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| 1 | 12 Jul 1950 – 4 Jun 1952 | Superannuation – Employees I. Includes superannuation details for named staff members
Original ref: S.3/2. 4 folders. |
| 2 | 9 Jun 1952 – Jan 1955 | Superannuation – Employees II. Includes superannuation details for named staff members.
Original ref: S.3/2. 4 folders. |
| 3 | 22 Oct 1951 – 6 Dec 1956 | Rosslynlee Mental Hospital Salaries Arrears etc. concerns income tax and salary details of named members of staff. Badly water damaged. 4 folders. |
| 4 | 28 Aug 1952 – 20 May 1955 | Invoices [crossed out on file]. Half the file relates to superannuation for named staff members and half to accounts for payment. |
| 5 | 26 Mar 1953 – 11 May 1955 | [Superannuation Administration]. Concerns paperwork relating to named staff members. |
| 6 | 22 Mar 1957 – 30 Dec 1960 | Rosslynlee Hospital – Arrears. Concerns back dated pay owed to named staff members. |
| 7 | 22 Jan 1957 – 23 May 1962 | Rosslynlee Mental Hospital – Notes 1957/58. Mostly circulars relating to Whitley Council ancillary staff agreements with some details of named staff members. |
| 8 | c1957 | Haddington Receipts. Lists of staff members and their national insurance numbers for Rosslynlee Hospital. |
| 9 | 12 Feb 1958 – 28 Sep 1962 | [Rosslynlee Hospital Staff File]. Concerns staff hours and rent and rates on staff accommodation. |
| 10 | c1954 | [Rough calculations relating to staff superannuation]. Includes list of full and part-time staff. Reverse of some papers used for calculations: list of Board's standing committees and members; report of Physician Superintendent for October to December 1954 and list of members of the Board. |