

Meeting: Governing Body			
Meeting Date	23 January 2019	Action	Receive
Item No.	13a	Confidential	No
Title	Audit Committee Chair's Report		
Presented By	Chris Wild, Lay Member Audit and Audit Committee Chair		
Author	Emma Kennett, Corporate Affairs and Governance Manager		
Clinical Lead	_____		

Executive Summary

This paper is presented to the Governing Body to provide an update of the Audit Committee meeting held on the 8th January 2019.

This paper provides an outline of the matters discussed, assurances sought and decisions ratified at the last Audit Committee meeting. This report aims to provide information and assurance to the Governing Body that a robust, effective governance system is in place and that the Committee is discharging its responsibilities.

Recommendations

- It is recommended that the Governing Body
- Receive the update provided; and
 - Receive the reports provided for approval or assurance, as indicated.

Links to CCG Strategic Objectives

To encourage people so that they want to, and do, take responsibility for their own health and well-being.	<input type="checkbox"/>
To drive and support system wide transformation.	<input type="checkbox"/>
To commission joined-up health and social care for people in Bury through a Single Commissioning Framework.	<input type="checkbox"/>
To achieve financial sustainability for the Bury health and social care economy.	<input type="checkbox"/>
To support the Locality Care Alliance to deliver high quality services in line with commissioner intentions.	<input type="checkbox"/>
To be a high-performing, well-run and respected organisation with an empowered workforce	<input checked="" type="checkbox"/>
Does this report seek to address any of the risks included on the Governing Body Assurance Framework? If yes, state which risk below:	
GBAF [<i>Insert Risk Number and Detail Here</i>]	

Implications						
Are there any quality, safeguarding or patient experience implications?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
<i>If you have ticked yes provide details here. Delete this text if you have ticked No or N/A</i>						
Has any engagement (clinical, stakeholder or public/patient) been undertaken in relation to this report?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
<i>If you have ticked yes provide details here. Delete this text if you have ticked No or N/A</i>						
Have any departments/organisations who will be affected been consulted ?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
< <i>If you have ticked yes, Insert details of the people you have worked with or consulted during the process :</i> Finance (insert job title) Commissioning (insert job title) Contracting (insert job title) Medicines Optimisation (insert job title) Clinical leads (insert job title) Quality (insert job title) Safeguarding (insert job title) Other (insert job title)>						
Are there any conflicts of interest arising from the proposal or decision being requested?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
<i>If you have ticked yes provide details here. <Include details of any conflicts of interest declared> <Where declarations are to be made, include details of conflicted individual(s) name, position; the conflict(s) details, and how these will be managed in the meeting> <Confirm whether the interest is recorded on the register of interests- if not agreed course of action></i> <i>Delete this text if you have ticked No or N/A</i>						
Are there any financial Implications?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
<i>If you have ticked yes provide details here. Delete this text if you have ticked No or N/A</i>						
Has a Equality, Privacy or Quality Impact Assessment been completed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Is a Equality, Privacy or Quality Impact Assessment required?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Are there any associated risks including Conflicts of Interest?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Are the risks on the CCG's risk register?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>

If you have ticked yes provide details here. If you are unsure seek advice from Lynne Byers, Email - lynnebyers@nhs.net about the risk register.

Governance and Reporting		
Meeting	Date	Outcome
Audit Committee	8/1/19	Agenda items discussed.

Audit Committee Chair's Report

1. Introduction and Background

- 1.1 The Audit Committee Report is presented to the Governing Body to provide assurance on the areas considered by the Audit Committee at its last meeting, held on the 8th January 2019.
- 1.2 It is also intended to direct the attention of the Governing Body to specific areas of concern, where these are identified through the Audit Committee's review and scrutiny.

2. Background

- 2.1 The Audit Committee is comprised of the following voting members:
- Lay Member for Finance and Audit (Chair);
 - Lay Member for Patient and Public Involvement; and
 - Lay Member for Quality and Performance.
- 2.2 In addition, representatives from External Audit (KPMG) and Internal Audit (MIAA), including Counter Fraud and officers of the CCG are invited as attendees to provide relevant updates on the agenda items.
- 2.3 The meeting was quorate.

3. Audit Committee Update

- 3.1 There was a full and detailed discussion on a range of standard agenda items and the following points are brought to the attention of the Governing Body: -

4 Governing Body Assurance Framework

- 4.1 The latest Governing Body Assurance Framework was presented to the Audit Committee. The GBAF was presented to advise on the current levels of risk and continued actions to enable the delivery of the Strategic Objectives for 2018/19.
- 4.2 It was reported that following the last review of the Governing Body Assurance Framework (GBAF) a request had been made by the Governing Body for the format of the report and the risk scoring matrix to be re-considered.
- 4.3 It was highlighted that a comparative review against other GBAF reporting styles across the North West had been undertaken and the report format had been amended. Work to review the risk scoring matrix, in line with the refresh of the Risk Management Strategy would continue with a view to implementation for 01 April 2019.

4.4 Based on the comments received by the Audit Committee, it was agreed that the report for the Governing Body would take the form of a one page Executive Summary including the dashboard, with the detailed narrative included as part of the report would be appended to the back of the report.

4.5 A copy of the GBAF in its revised format is included on today's Governing Body agenda.

5. Corporate Risk Register

5.1 The latest Corporate Risk Register report was submitted to the Audit Committee.

5.2 There were currently 2 risks included on the Corporate Risk Register (operational risks) at a level 15 or above, excluding those reported through the Governing Body Assurance Framework (strategic risks):

5.3 Since the last report, two (2) risks have de-escalated from the Corporate Risk Register namely: -

- Biliary stents (PAHT) now a level 10 risk; and
- Failure to operate within 2018/19 financial control totals now a level 9 risk.

5.4 A copy of the Corporate Risk Register report in is included on today's Governing Body agenda.

6. Risk Closure Report

6.1 The latest Risk Closure Report was presented to the Committee which outlined risks which have been supported for closure by their supporting Committee since the last meeting of the Audit Committee.

6.2 The report presented the rationale for closure of the risks and ordinarily would include extracts from minutes of the corresponding meeting recommending the risk closure to provide an additional level of assurance to the Committee, however the risk recommended for closure was not assigned to a Committee and therefore the feedback was from the risk owner as the Programme Lead for the work area. Further background information surrounding this risk which had related to issues in relation to the shared storage directory structure and user permissions as a result of the network becoming too large for restrictions to be applied at a particular level. It was noted that once the risk had become apparent, a number of actions were taken to address the issue including locking down particular electronic folders at the first level and a data cleanse of the network area.

6.3 Mr McCann had enquired whether there were any other risks that were not currently allocated to a Committee. Mrs Featherstone reported that a discussion in this regard had taken place at the CCG's SMT meeting and was concluded that there were no more risks that SMT members were aware of that were not allocated to a Committee however the main area of concern would be where a risk was not being appropriately managed.

6.4 A copy of the Risk Closure report in is included on today's Governing Body agenda.

7. Information Governance Update

7.1 The latest Information Governance update was presented to the Committee which provided an update on the activity and assurance obtained via the CCG's Information Governance Operational Group within this area.

7.2 In summary, the report provided information in relation to: -

- The Data Security and Protection (DSP) Toolkit
- IG Audit
- Mandatory Training Update
- IG specific training
- The work undertaken in relation to the Controlled Environment for Finance (CEfF)
- IG documents that have been approved
- GDPR Implementation Status
- Policies and Procedures

7.3 Assurance was sought that the outstanding actions surrounding GDPR were being taken forward as appropriate within the organisation. Mr Woodhead commented that the IG Operational Group received regular updates around GDPR in terms of assurance and further actions required. It was agreed that a written update on GDPR focusing on any areas of red status would be brought back to the next Audit Committee in March 2019.

8. Internal Audit Progress Report

8.1 The latest Internal Audit Progress Report was presented to the Committee.

8.2 It was reported that since the previous meeting of the Audit Committee the following reviews were being progressed: -

- Conflict of Interest;
- Medical Primary Care Services - Governance;
- GP Practices – Post Payment Validations for (Locally Commissioned Services); and
- Healthcare Associated Infections

8.3 It was noted that work was in the planning stages in respect of: -

- Greater Manchester Transformation funds
- Information Governance Toolkit
- Integration Agenda with Local Authority IT

9 External Audit Plan

- 9.1 The draft External Audit Plan was submitted to the Committee.
- 9.2 The report outlined the risk assessment and planned audit approach that was being provided to the CCG and provided information in relation to additional reporting, materiality, significant risks and other areas of audit focus, audit standards and the cycle and the value for money conclusion.
- 9.3 It was noted that the next major deadline in respect of the Audit Plan would be May 2019 in the context of the Annual Accounts.

10. External Audit Contract arrangements

- 10.1 A report was discussed regarding the External Audit Contract arrangements with the relevant declarations of interests and action taken at this point.
- 10.2 Clarification was required in respect of the timescales included within the report which would be confirmed following the meeting.