

Audit Committee Meeting
28 January 2014
Thames Room, Civic Offices

Present:	Lesley Buckland	Chair of Audit Committee – Lay Member
	Len Green	Lay Member – Deputy Chair of the Board
	Trevor Hitchcock	Lay Member – Audit and Rem Comm
	Andrew Stride	Head of Corporate Governance
	Ade Olarinde	Chief Operating Officer
	Penny Irwin	External Audit, Ernst & Young
	Debbie Hanson	External Audit, Ernst & Young
	Time Merritt	Head of Internal Audit, Baker Tilly
	Louise Davis	Client Manager, Baker Tilly
	Gemma Curtis	Deputy Business Manager - Minutes
Apologies:	Dawn Scrafield	Essex Area Team, NHS England Director of Finance

1.	Welcome & Apologies
	LB welcomed all to the committee and introduced Trevor Hitchcock to new colleagues at the meeting. LB asked for any interests that are not already on the register to be declared, none were declared.
2.	Minutes of the meeting held on 18 November 2013 and Action Log
	Page 2 of the minutes, end of the 1 st paragraph, AO stated that it was not confirm as to whether it was £50,000 in invoice or 50,000 invoices. AO and GC to confirm and amend accordingly. Action AO/GC
	Except for the above comment, the minutes from the meeting held on the 18 November 2013 were agreed as an accurate account of the meeting.
	The action log from the previous meeting was reviewed and the following updates resulted from this:
	<ol style="list-style-type: none"> 1. Complete 2. Complete 3. To be covered on the agenda item 3d, complete 4. Followed up those in relation to CCG Information Governance, others will be covered in a separate piece of work. TM confirmed that Deloitte's recently completed CSU internal Audit review will not cover legacy recommendations in relation to the CSU. AO proposed to take this up with CCG colleagues. TM referred to a letter send from NHS England, stating that the CSU has the appropriate controls in place. TM requested further discussion at the Audit Heads of Meeting scheduled on Tuesday 4th February (time changed to 1pm) to discuss these issues. AO to circulate Thurrock report to

	<p>Internal Audit prior to the meeting on Tuesday 4th February. Action complete. Action AO</p> <ol style="list-style-type: none"> 5. This will be covered within the agenda, action complete 6. Complete 7. Complete 8. Complete 9. Will be completed within the agenda, action complete <p>Carried forward actions:</p> <p>All carried forward actions have been completed.</p>
<p>3.</p>	<p>Internal Audit</p>
	<p>LD confirmed to the committee that the Internal Audit Report has been updated with 3 internal audits that have been completed. The accounts payables audit that was completed in July was red and has been reviewed.</p> <p>AO confirmed that the Strategic Commissioning report had been completed earlier in the year when the CCG had only just been established, prior to the PMO being in place. He noted that progress made since is evidenced by the opinion level of the QIPP review (amber) and the recommendations will be implemented during the planning round for 14/15 as the focus was now on the delivery of the plans. TM stated from the internal audit point of view, there is only 1 red at the moment, this will be mentioned in the end of year opinion but will still give assurance. TM of the view that the opinion will need a slight caveat for the CSU operations</p> <p>AO confirmed that all recommendations are being reviewed and implemented.</p>
<p>4.</p>	<p>Internal Audit Recommendation Tracker</p>
	<p>The paper for the Internal Audit recommendation tracker presented was circulated to the committee as a draft.</p> <p>LB confirmed that lay members were concerned that once the report is received the report is produced and given for review, a verbal response is received for recommendations but there needs to be further assurance, and evidence of actions taken.</p> <p>AS confirmed that this tracker was mainly for Internal use. This draft tracker is for discussion.</p> <p>TM suggested that a summary sheet would be useful to show number of reds & greens. If this could also be broken down by Executive owner this would be beneficial. Where there is change in evidence referencing would be useful.</p> <p>TM informed that he is happy to assist AS with this if needed, as was TH.</p> <p>AS to review this and circulate prior to the next meeting. Action AS</p>
<p>5.</p>	<p>External Audit</p>
	<p>A progress report has been circulated to the committee. A further update will be provided at the next Committee meeting. DH reviewed the report with the committee, bringing items for noting to the attention of the committee.</p>
<p>6.</p>	<p>Board Assurance Framework</p>
	<p>AS presented the Board Assurance Framework to the committee with recommendation of review, and discussion.</p>

Clinical Commissioning Group

Discussions took place regarding the within the BAF and the layout of the BAF, it was agreed that the report is not easy to read. AS informed that this has not happened due to time constraints and workload.

LB proposed that to carry on with the current BAF process until the end of March 2014, and adopt a new process for the beginning of April 2014.

LG mentioned that the PMO team could be used more as they have the tools and programmes to assist. **Action TH/TM to work with AS to look at the BAF layout.**

TM highlighted the improvement from Q1 to Q3 for the risk profile. It was discussed that more assurance needs to be sought for the reduction of risk with the downgraded risks and rationale reported to the board.. LG suggested that a review process needs to be in place, this could be incorporated in the proposed changes.

LB would encourage strengthening the training and OD of the Officers and Board members as there has only been 1 training sessions for risk, in year.

7. Losses, Waivers and Special Payments

AO confirmed that there are none to report.

8. AOB

Finance & Performance Committee Minutes - TM informed that a report will be provided for CHC with the findings for the CSU, this will provide further assurance.

The Counter Fraud Report was tabled at the meeting. It was confirmed that Cliff Cowell would only need to attend the meeting if there any specific areas of concern to report.

Discussion took place around the need to review meeting dates for the balance of 2013/14.

Meeting Dates agreed:

Audit Committee:

18 March 2014 – 2pm – 4pm

1 May 2014 – 10am – 12pm

3 June 2014 – 10am – 12pm

Heads of Meeting:

4th February 2014 – 1pm

1st May 2014 – 10am (TBC)

The formal sign off for the statutory accounts was discussed and it was concluded that a paper will be taken to the board asking for authority to be delegated to the Audit Committee. This was because the audited accounts are unlikely to be available until a few days before the submission deadline of 6th June - **Action AO**

LB will discuss future dates at the next Committee meeting. **Action LB**

Date of the Next Meeting

18 March 2014 – 2pm – 4pm, Thames Room, Civic Offices