

REPORT TO THE TRUST BOARD: PUBLIC
9 January 2019

Title	Audit Committee 26 November 2018 – Chair’s Report
Committee Chair	Mary Elford, Chair of the Audit Committee meeting held on 26 November 2018
Author	Cathy Lilley, Associate Director of Corporate Governance

Purpose of the report

To bring to the Board’s attention key issues and assurances discussed at the Audit Committee meeting held on 26 November 2018.

Issues to be brought to Board’s attention

The following key items and assurances were considered by the Committee at its meeting on 26 November 2018: (it should be noted that the Committee was not quorate for the whole meeting; however, there was a quorum where decisions had to be made):

- **Risk Management and Board Assurance Frameworks:** The Committee:
 - Received a detailed report on the new Risk Management Framework and subject to a few minor amendments approved the RMF which would be presented to the January Board for ratification
 - Reviewed the BAF and positively commented on the clear process in terms of each Committee having ownership of identified risks, and requested that more detail is included on the actions being taken to mitigate the risks/reduce the risk noting that it was expected there would be some reduction to the risk scores in future reports
 - Requested sight of the Corporate Risk Register at the next meeting
 - Agreed that the draft internal audit plan for 2019/20 would be presented at a future Board meeting/Board development session for review and discussion by the Board.

- **Workforce Compliance & Appraisals and Mandatory Training Update:** Following a request by the Committee at its meeting in September, received a detailed update on the progress on addressing the issues with appraisals and mandatory training from Tanya Carter, Director of HR. A review and overhaul of the appraisal process is taking place including the development of forms, improved timetabling, etc which should result in raising the number of completions and record keeping. In addition there following a major review and mapping exercise a new matrix for statutory and mandatory training has been developed and launched, and Trust-wide communication plan is in place.

- **Policies:** The Committee approved the Petty Cash Policy which replaces the guidelines and requested that there are appropriate communications with staff to ensure they are aware of the requirements.

- **External Audit:** The Committee noted the audit plan for 2019/20 will be presented at the next meeting and will include Compass; and property, plant and equipment. There are no major changes to accounting requirements. A briefing event on the

development of Quality Accounts/Reports is being held in January 2019 and representatives from the Trust will be attending.

- **Internal Audit:** The Committee:
 - Noted the progress with the internal audit management actions and received assurance regarding the robust processes for follow up and escalation
 - Noted the challenges with the delivery of CIPs but also acknowledged the importance of carrying out quality impact assessments to ensure driving down costs is not impacting on quality
 - Noted the significant control improvements put in place in respect of the BAF and Performance Framework following review in 2017/18.

- **Counter Fraud:** The Committee reviewed the report, noting the current investigations as well as the work of the team. The disproportionate lack of referrals from Bedfordshire was discussed and received assurance that the Counter Fraud Team will continue with communications and training for Bedfordshire CHS.

- **Waivers:** The Committee receive a report on waivers approved for the period September – November 2018 and noted the reduction in the number of waivers.

- **Quality Assurance Committee Minutes:** The Committee received the approved minutes of the Quality Assurance Committee meeting held on 10 September 2018.