



## BOARD OF DIRECTORS MEETING (Open)

Date: 13<sup>th</sup> September 2017

Item Ref: 16cii

<b>TITLE OF PAPER</b>	Audit Committee – Summary Report to the Board of Directors in respect of Significant Issues
<b>TO BE PRESENTED BY</b>	Mrs. Ann Stanley, Chair – Audit Committee Non-Executive Director
<b>ACTION REQUIRED</b>	For Assurance
<b>OUTCOME</b>	To report items of significance discussed at the Audit Committee meeting held on 11 July 2017
<b>TIMETABLE FOR DECISION</b>	None required.
<b>LINKS TO OTHER KEY REPORTS / DECISIONS</b>	Minutes of the Committee.
<b>LINKS TO OTHER RELEVANT FRAMEWORKS BAF, RISK, OUTCOMES</b>	Trust Board Assurance Framework NHS Audit Framework
<b>IMPLICATIONS FOR SERVICE DELIVERY AND FINANCIAL IMPACT</b>	Timely reporting to the Board of Directors
<b>CONSIDERATION OF LEGAL ISSUES</b>	None required.

<b>Author of Report</b>	Ann Stanley
<b>Designation</b>	Chair – Audit Committee (Non-Executive Director)
<b>Date of Report</b>	September 2017



## SUMMARY REPORT

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**Report to:** Board of Directors

**Date:** 13<sup>th</sup> September 2017

**Subject:** Audit Committee – Summary Report to the Board of Directors in respect of Significant Issues

**Author:** Ann Stanley, Chair – Audit Committee (Non-Executive Director)

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### 1 Purpose

<i>For Approval</i>	<i>For a collective decision</i>	<i>To report progress</i>	<i>To seek input from</i>	<i>For information</i>	<i>Other (please state below)</i>
		X		X	

To report in a timely manner, items of particular significance discussed at the Audit Committee meeting held on the 11 July 2017.

### 2 Summary

Board members will receive the minutes of the Audit Committee meeting held on the 11 July 2017 in due course, however, at the end of the meetings, the Committee agreed by means of this report to notify Board members of the following significant issues.

A verbal update was also provided at the Board meeting on 12 July 2017.

- Board Assurance Framework

Verbal update provided at July Board Meeting.

Confirmed that the Audit Committee received and reviewed the revised 2017/18 Board Assurance Framework. Whilst the Committee made a number of comments regarding future content, they formally recommended the BAF for receipt at the July Board of Directors' meeting for approval.

- Corporate Risk Register

Verbal update provided at July Board Meeting.

Confirmed that the Audit Committee received and reviewed the Corporate Risk Register, making a number of comments regarding future content.

- Annual Audit Committee Chairs' Letter Item 16ciii

Item 16ciii on Open Board Agenda.

Following amendment, approved for receipt and approval at the September Board of Directors' meeting, for issue to all staff via email and publication on the Trust's website.

- Outcome of Declaration of Interests Exercise

Committee received and noted the outcome of the Register of Interests and Hospitality Sponsorship & Gifts exercise which provided confirmation and assurance that the Registers are maintained in accordance with the Declaration of Interests & Standards of Business Conduct Policy.

Formally received at the July Board of Directors' meeting.

- Committee Revised Terms of Reference

Item 16civ on Open Board Agenda.

Confirmed that the Committee reviewed its terms of reference for approval by the Board of Directors.

Minor changes were made to address the committees concerns via the recent self-assessment questionnaire that equal prominence is given to both quality and financial assurance and that the full spectrum of internal controls is covered.

Clarity has also been included regarding Executive and Non-Executive membership.

- Revised Constitution Documents

Verbal update provided at July Board Meeting.

The received a summary of the revised Constitution documents and recommended them for approval at the Board of Directors.

Formally received at the July Board of Directors' meeting.

- 360 Assurance Audit Reports Internal Audit Recommendation Revised Tracker

The Committee received a paper outlining the refreshed audit report internal monitoring arrangements, noting that this had also been received by all other Board committees to highlight their role and responsibility in this process.

Also received was the first iteration of a revised internal audit report tracker which it was reported will be developed over the coming months.

The Committee welcomed the tracker and looked forward to its further development. The Chair confirmed that the committee received assurance regarding the priority being given to the timely implementation of internal audit agreed actions.

- Internal Audit Progress Report (V)

Verbal update provided at July Board Meeting.

The committee were pleased to note a big improvement in the implementation of recommendations from Internal Audit reports, currently standing at 71%.

- Committee Objectives

Following the completion of the committee's self-assessment exercise and the agreed action plan from the results, a number of key areas have been identified and linked into the committees revised terms of reference, committee objectives and review of the committee's cycle of business.

The committee formally approved three objectives for the coming year:

- Ensure the design and operation of the BAF and arrangements of risk management are improved.
- Ensure Internal Audit follow up actions are completed in a timely manner with particular focus on high/medium risk items.
- Enhance the assurance received from other committees with particular attention to the BAF

### **3 Next Steps**

The above items will be taken forward by the Committee as appropriate and to timescales agreed via the action log.

### **4 Required Actions**

For the Board of Directors to note the issues raised and receive assurance that the Committee will action the resulting issues as appropriate.

### **5 Monitoring Arrangements**

Through Audit Committee as appropriate.

### **6 Contact Details**

For further information, please contact:

Ann Stanley,  
Chair – Audit Committee (Non-Executive Director).