

**NHS BOLTON CLINICAL COMMISSIONING GROUP
Public Board Meeting**
AGENDA ITEM NO:13.....
Date of Meeting:14th May 2021.....

TITLE OF REPORT:	CCG Audit Committee	
AUTHOR:	Joanne Taylor, Board Secretary	
PRESENTED BY:	Tony Ward, Audit Committee Chair	
PURPOSE OF PAPER: (Linking to Strategic Objectives)	For the Board to receive and review the minutes of the additional Audit Committee meeting held on 21 st April 2021.	
LINKS TO CORPORATE OBJECTIVES (tick relevant boxes):	Deliver the outcomes in the Bolton Joint Health and Care Plan.	
	Joint collaborative working with Bolton FT and the Council.	
	Supporting people in their home and community.	
	Shared health care records across Bolton.	
	Regulatory Requirement	
	Standing Item	√
RECOMMENDATION TO THE BOARD: (Please be clear if decision required, or for noting)	The Board is asked to approve the Minutes. The key points the Board is asked to note from these minutes are:- <ul style="list-style-type: none"> • Internal Audit Plan - good progress made in 2021. • Good progress made on management/implementation of recommended actions from previous audits. • Noted the HOIA opinion indicated substantial assurance. 	
COMMITTEES/GROUPS PREVIOUSLY CONSULTED:	Audit Committee.	
REVIEW OF CONFLICTS OF INTEREST:	Conflicts of Interest are reviewed at every meeting.	
VIEW OF THE PATIENTS, CARERS OR THE PUBLIC, AND THE EXTENT OF THEIR INVOLVEMENT:	Patient views are not specifically sought as part of this report.	
EQUALITY IMPACT ASSESSMENT (EIA) COMPLETED & OUTCOME OF ASSESSMENT:	EIA and an assessment is not considered necessary for the report.	

MINUTES

Audit Committee Microsoft Teams Meeting

Date: 21 April 2021

Time: 2.00pm – 4.00pm

Venue: Microsoft Teams Meeting

Present:

Tony Ward (TW)	Lay Member Governance (Chair)
Alan Stephenson (AS)	Lay Member
Dr Tarek Bakht (TB)	GP Board Member
Dr Emma Saunders (ES)	GP Board Member

In attendance:

Kelly Knowles (KK)	Chief Finance Officer, Bolton CCG
Claire Donvan (CD)	Deputy Chief Finance Officer, Bolton CCG
Amanda Williams (AAW)	Head of Financial Accounting and Reporting CCG
Kath Stott (KS)	Senior Audit Manager, MIAA
Gary Baines (GB)	Engagement Lead, MIAA
Andrew Wade (AW)	Anti-Fraud Specialist, MIAA
Diane Sankey (DS)	Governance, Risk and Complaints Manager CCG.
Gordon Haworth (GH)	KPMG

Minutes by:

Linda Hughes	Personal Assistant
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Minute No.	Topic	Action By
19/21	<p><u>Introductions and Apologies for Absence</u> TW welcomed Dr Emma Saunders as a new member of the committee replacing Niruban Ratnarajah. He thanked Niruban for his contribution to the Audit Committee.</p> <p>Apologies were received from:-</p> <ul style="list-style-type: none"> • Tim Cutler – Director of Audit, KPMG 	
20/21	<p><u>Declarations of Interest</u> <i>“The Chair reminded committee members of their obligation to declare any interest they may have on any issues arising at committee meetings which might conflict with the business of NHS Bolton Clinical Commissioning Group”.</i></p> <p><i>“Declarations declared by members of the CCG Executive are listed in the CCG’s Register of Interests. The Register is available either via the Board Secretary to the Governing Body or the CCG website at the following link:</i></p>	

	<p>http://www.boltonccg.nhs.uk/about-us/declarations-of-interest</p> <p>There were no declarations of interest.</p>	
21/21	<p>Previous Minutes The minutes from the 13 January and 26 February 2021 meetings were agreed as an accurate record.</p>	
22/21	<p><u>Matters arising from the minutes not otherwise on the agenda and review of action log</u> The action log was reviewed and updated noting that all actions to date were now completed.</p>	
23/21	<p><u>Review of Terms of Reference (ToR)</u> The committee reviewed the ToR. Apart from the change of membership of GP Board member ie Emma Saunders from Niruban Ratnarajah no further changes were recommended.</p> <p>The Committee approved the ToR</p>	
24/21	<p><u>MIAA (Internal Audit)</u> <u>Internal Audit Progress Report</u> KS updated the Audit Committee in respect of the assurances, key issues and progress against Internal Audit Plan for 2020/21. Comprehensive reports detailing findings, recommendations and agreed actions were provided to the organisation.</p> <p>KS informed the Data Security & Protection Toolkit report was expected to be issued later this week. The Head of Internal Audit Opinion would need to be updated to include this information and be brought back to the May meeting for final sign off.</p> <p>The Committee noted the MIAA Internal Audit Progress Report.</p> <p><u>Internal Audit Follow Up Report</u> KS updated on the progress on the status of implementation of recommendations and action plans for recommendations outstanding. A summary of all agreed Internal Audit actions due for implementation which had been followed up during 2020/21 was provided. Of the 10 actions due for implementation, 9 have been evidenced as implemented/superseded.</p> <p>The recommendation from the Primary Medical Care Commissioning and Contracting: Contract Oversight and Management Functions had been confirmed as partially implemented with a revised implementation date of December 2021.</p> <p>The Audit Committee noted the progress made and assurances that remaining actions were being progressed.</p> <p><u>Draft Director of Audit Opinion and Annual Report 2020/21</u> GB presented the draft Director of Audit Opinion and Annual Report for 2020/21 which provided which provided substantial assurance</p>	KS

	<p>that there was a good system of internal control designed to meet the organisation’s objectives and that controls were being applied consistently.</p> <p>The Internal Audit Standards Advisory Board (IASAB) issued guidance regarding conformance with the Public Sector Internal Audit Standards (PSIAS) during the coronavirus pandemic (May 2020). All MIAA work has continued to be delivered in full compliance with the PSIAS.</p> <p>MIAA adopted a pragmatic approach to the delivery of the Internal Audit Service during 20/21, with focus on the delivery of the Head of Internal Audit Opinion, in line with IASAB guidance.</p> <p>The updated Head of Internal Audit Opinion to include the Data Security & Protection Toolkit report to be brought back to the May meeting for final sign off</p> <p>The Committee approved the Draft Director of Audit Opinion and Annual Report 2020/201</p> <p><u>Internal Audit Charter</u> KS presented the Internal Audit Charter which establishes the internal audit activity’s position within the organisation; authorises access to records, personnel and physical properties relevant to the performance of engagements; and defines the scope of internal audit activities.</p> <p>The Committee noted the Internal Audit Charter for 2021-2022.</p> <p><u>Draft Internal Audit Plan 2021/22</u> KS outlined the Internal Audit Plan for 2021/22. The draft Internal Audit Plan had been developed through review of the Trust’s Board Assurance Framework, inherent knowledge of the CCG, the sector and wider NHS emerging issues and discussion with the Executive Team.</p> <p>KS informed 10 days had been taken out of the plan to carry out ICS delivery at a strategic level.</p> <p>The Committee Reviewed and Approved the Draft Internal Audit Plan 2021/22.</p> <p><u>Anti-Fraud Work Plan 2021/22</u> AW presented the 2021/22 Anti-Fraud Workplan, which outlined a range of activities taking place within this financial year. These activities are aligned to the new Counter Fraud Functional Standards.</p> <p>AW informed plan was based on last year’s figures as this years were not available as yet.</p>	<p>KS</p>
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	<p>financial year with the exception of the 2019/20 UN&T Transition BAF risk. The CCG's Q1, Q2 and Q3 Board Assurance Framework was submitted to the Executive and Governing Body in 2020/21.</p> <p>The Q4 BAF was reviewed and approved by the CCG Executive on 14 April 2021. Following submission to the Audit Committee on 21 April 2021 will be presented to the Governing Body on 15 May 2021.</p> <p>The year-end position recorded 7 high risk scores of 16 or above with the Health Economy Performance/NHS Constitution target (R2) remaining the highest scoring risk at 20. DS reported R1 Failure to meet NHS Financial Balance in 2020/21 decreased from a risk score of 20 to zero in Q4 (subject to financial year end confirmation).</p> <p>DS informed the CCG Risk Management Strategy was submitted to and approved by the CCG Executive Committee in October. As only minor updates were made to the strategy, Executive approved the changes and decided it was not necessary to submit it to the governing body for approval. The strategy can be found on the CCG public website.</p> <p>Members discussed the report and noted the following:-</p> <ul style="list-style-type: none"> • NWAS failure to meet KPI's for response times and ambulance handovers- concerns around the high risk rating. • Instability across the health system due to integration developments/NHS reforms – specific focus required around this risk. • Financial risk – concerns raised at the reduction of the risk rating from 16-0 within 1 month. Members were informed that this change was due to the ongoing command and control position across Greater Manchester and the uncertainties around the financial position over the year. • Risks scored the same and not equally weighted. It was noted that all risk owners discuss risks regularly but due to the impact of Covid on business as usual, these may need further review. The suggestion to potentially order the risks in a different way based on impact was discussed. It was noted that the CCG uses the risk rating included in the Risk Management Strategy and the risks are presented with the highest risks first. • Estates and capital funding – noted that funding is still not available therefore this risk has been mitigated as high. <p>The Committee noted the Q4 BAF and Risk Register.</p>	
27/21	<p><u>Draft Annual Report and Governance Statement and Draft Pre-Audited Annual Accounts for Review</u></p> <p>The Committee received and reviewed the draft Annual Report, Governance Statement and unaudited Annual Accounts.</p>	

	<p>The final version of the Annual Report, Governance Statement and Accounts will be presented to the Board at the Part 2 meeting on 11th June, for approval as per the Audit Committee's recommendations, prior to submission to NHS England by the 15th June 2021, following publication on the CCG's website.</p> <p>It was reported that the Annual Report has been produced in the same format as the previous year with a performance and accountability section followed by the pre-audited annual accounts. The main focus of the Annual Report is the Covid pandemic and work to support the local system. Members were asked to review the report and send any feedback to Joanne Taylor.</p> <p>It was highlighted that the term of office for Romesh Gupta on page 44 required review. Members were also informed that the final report regarding the data security toolkit was awaited and would be included once received. KS agreed to review.</p> <p>Members were then taken through the pre-audited annual accounts, highlighting in pages 3 to 6, the different sections of the accounts. It was noted that the main reduction with NHS payables was due to Covid regimes over the year. Again, members were asked to review the accounts and send any feedback to Amanda Williams.</p> <p>The Committee reviewed and agreed the pre-audited annual report and accounts and agreed to receive the final versions at the next meeting.</p>	<p>All</p> <p>KS</p> <p>All</p>
28/21	<p><u>External Audit Contract</u></p> <p>The report presented a proposal to extend the above contract following expiration on 31st March 2021, to extend to 31st March 2022.</p> <p>It was noted that a review of fees in line with inflation will be undertaken, with the expectation that this would be minimal and that the value for money arrangements would be reflected on completion of this process and known when the audit opinion is issued.</p> <p>The Committee approved the extension to the external audit contract to 31st March 2022.</p>	
29/21	<p><u>Inspection of Corporate Registers</u></p> <p>The report updated the Audit Committee on the additions to the Corporate Registers since the last submission on 13th January 2020. The report includes the following:</p> <ul style="list-style-type: none"> • Register of Interests (full register attached following annual review of forms). • Register of Gifts and Hospitality (no updates to report). 	

	<ul style="list-style-type: none"> • Register of Conflicts of Interest Breaches (no updates to report). • Procurement Register (no updates to report). • Waiver of Standing Financial Instructions (one update attached). • Whistleblowing Log (no updates to report). <ul style="list-style-type: none"> • The Conflicts of Interest Committee also regularly reviews declarations of interest including breaches/gifts and hospitality/procurement registers and waivers of standing financial instructions along with any reviews undertaken by internal and external audit. • All these Registers are now publicised on the CCG website. • Members are reminded of the need to ensure all declarations of interest are made of any interest likely to lead to a conflict or potential conflict as soon as the individual becomes aware of it, and within 28 days. • The Audit Committee is asked to note that the CCG continues to regularly undertake reviews of the policy and processes regarding conflicts of interest, which are also regularly reviewed through the Conflicts of Interest Committee. <p>The Committee Reviewed and Approved the Corporate Registers Report.</p>	
30/21	<p><u>Review of Whistleblowing Policy with Register of Instances</u></p> <p><u>Whistleblowing Policy:</u> TW presented the Whistleblowing Policy noting there were no major changes made since the last review undertaken by the Audit Committee in April 2020.</p> <p><u>Whistleblowing Log:</u> The Committee previously reviewed the Whistleblowing log. There have been 4 further updates to the log since the Committee undertook an annual review of the log.</p> <p>The Committee approved the Whistleblowing Policy and noted the updated Whistleblowing log.</p>	
31/21	<p><u>Review of Assurance on External Reports</u></p> <p>Bolton CCG monitors a central log to capture external reviews issued following assessment of the CCG or its providers. This will help support the CCG’s monitoring of quality and performance and provide assurance to the Audit Committee and governing body.</p> <p>The log is coordinated by the Governance & Safety Directorate and submitted to the Quality & Safety Committee as a routine agenda item. It will include any report issued about NHS Providers and Bolton CCG.</p>	

	<p>The External Review log from 1st April 2020 onwards is attached for information. Any issues not closed from previous years will continue to be monitored on the 2021/22 log. This report was considered by the Quality & Safety Committee on 10th March 2021.</p> <p>The Committee noted the Review of Assurance on External Reports.</p>	
32/21	<p><u>Audit Committee Work Plan</u> There were no changes to the work plan.</p> <p>The Committee noted the work plan.</p>	
33/21	<p><u>Any Other Business</u> The Chair proposed that the annual self-assessment session be postponed this year, in view of the forthcoming NHS reforms.</p> <p>The Committee agreed to cancel this year's self-assessment session.</p>	
34/21	<p><u>Chair reflection on significant decisions/actions/risks that may need reporting to the Board through these minutes.</u></p> <ul style="list-style-type: none"> • Internal Audit Plan - good progress made in 2021. • Good progress made on management/implementation of recommended actions from previous audits. • Noted the HOIA opinion indicated substantial assurance. 	
35/21	<p><u>Date of Next Meeting:-</u> Weds 19th May 2-4pm Microsoft Teams</p> <p><u>Future Meeting 2021/22:-</u> Wednesday 22nd September 2021, 2-4pm Bevan Room Wednesday 12 January 2022, 2-4pm Bevan Room</p>	