

**NHS BOLTON CLINICAL COMMISSIONING GROUP
Public Board Meeting**
AGENDA ITEM NO:13.....
Date of Meeting:11th June 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 28 th May 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"> • Approval of the Annual Report, Governance Statement and Annual Accounts. • Approval of the Management Representation Letter 2020/21. • Head of internal Audit opinion moderate assurance. • External audit opinion - unqualified audit opinion not identified any significant weakness in VFM. • Two outstanding issues, 1 related to Mental Health and agreement of balance with GMMH and 1 related to the assurance that the CCG was meeting the 10 national data guardian standards which was hoped to be resolved prior to the next CCG Board meeting. 	
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: 28 May 2021

Time: 11am-11.45pm

Venue: Microsoft Teams Meeting

Present:

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

In attendance:

Kelly Knowles (KK)	Acting Deputy Chief Finance Officer, Bolton CCG
Claire Donovan (CD)	Acting Deputy CFO/ Associate Director Financial Management
Gary Baines (GB)	Engagement Lead, MIAA
Amanda Williams (AAW)	Head of Financial Accounting and Reporting CCG
Gordon Howarth (GH)	KPMG

Minutes by:

Linda Hughes	Personal Assistant
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Minute No.	Topic	Action By
36/21	<u>Introductions and Apologies for Absence</u> Welcome and introductions were made around the table. <ul style="list-style-type: none"> • Dr Emma Saunders, GP Board Member • Tim Cutler, Director of Audit, KPMG • Kath Stott, Senior Internal Audit Manager, MIAA 	
37/21	<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> <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> http://www.boltonccg.nhs.uk/about-us/declarations-of-interest There were no declarations of interest.	

38/21	<p><u>Previous Minutes</u> The minutes of the 21 April 2021 were agreed as an accurate record.</p>	
39/21	<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.</p>	
40/21	<p><u>MIAA (Internal Audit)</u></p> <p><u>Final Director of Audit Opinion and Annual Report 2020/21</u> GB presented the Final Director of Audit Opinion and Annual Report for 2020/21. This now included the Data Security and Protection Toolkit report as requested by the Chair. Substantial assurance was provided regarding the veracity of the CCG's self-assessment with moderate assurance provided against compliance with the National Data Guardian Standards. GB pointed out the deadline for the toolkit submission had been extended to the 30th June due to the pandemic which allows the CCG time to take action to achieve compliance. AAW agreed to liaise with Mike Robinson to provide feedback prior to the next CCG Board meeting.</p> <p>The Committee approved the Final Director of Audit Opinion and Annual Report 2020/21.</p>	AAW
41/21	<p><u>KPMG (External Audit)</u> <u>ISA 260 Audit Highlights Memorandum</u> The Committee received the ISA 260 Audit Highlights Memorandum which provided a summary of the work carried out by KPMG to discharge statutory audit responsibilities to those charged with governance. GH pointed out that this was still in draft whilst the audit was still being concluded.</p> <p>The draft findings of the external audit for 2020/21 were as follows:-</p> <ul style="list-style-type: none"> • Expect to issue unmodified audit opinion on the financial statements • No significant weaknesses in VFM and would consider any matters which arose which may affect the opinion up until the date of signing • Finalisation of the accounts template to financial statements reconciliation on receipt of the final accounts. • No unadjusted statements • Issue an Unqualified Group Audit Assurance Certificate to NAO. • Results of testing were satisfactory around the identified audit significant risk relating to the risk of fraudulent expenditure recognition. <p>The agreement of balances exercise identified one difference in accounting treatment between the CCG and a provider. GH</p>	

	<p>stated that the audit team was satisfied with the CCG's treatment of the expenditure following review of evidence, subject to update from the provider on the basis for their deferred income. TW enquired if the difference would have any implication on the Mental Health Investment Standard and asked GH for further feedback once further information received from the provider in order to keep the CCG Board informed.</p> <p>TW enquired around the recommendation on accruals control and what additional things needed to be put in place. GH assured the committee that there is a robust process in place which would be further enhanced if the CCG formalised and evidenced the review and approval of the accruals to demonstrate there was a clear audit trail to allow re-performance and reliance on this control to respond to KPMG's significant risk. For example minutes documenting discussions and challenge held, with sign off over agreed position.</p> <p>GH assured the committee-this was a clean audit report which reflected the robust systems which were in place.</p> <p>GH thanked KK, CD, AAW and the Finance Team for their cooperation and responsiveness during the annual audit.</p> <p>The Committee noted the ISA 260 Audit Highlights Memorandum.</p> <p><u>Management Representation Letter</u> The Management Representation Letter was received, reviewed and agreed. This was to confirm certain representation to the external auditor as part of the external audit for 2020/21.</p> <p>The Committee agreed the letter and recommended its approval to the CCG Board.</p>	GH
42/21	<p><u>Final Annual Report/Governance Statement and Audited Annual Accounts</u></p> <p>The Committee reviewed and recommended approval of the final Annual Report, Governance Statement and Audited Annual Accounts.</p> <p>AAW updated on changes since the draft accounts were presented to the Audit Committee on 21st April as follows:-</p> <ul style="list-style-type: none"> • Insertion of pooled budget figures on page 39. • Minor changes to some figures in the related party disclosure note on page 41 to correct a transposition error and an omission. <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>	

	The Audit Committee reviewed and recommended approval to the CCG Governing Body at its 11th June 2021 Meeting.	
43/21	<p><u>Audit Committee Annual Report</u> TW presented the Audit Committee Annual Report describing how the Audit Committee had discharged its duties during 2020/21.</p> <p>The Audit Committee approved the Audit Committee Annual Report which will be presented to the CCG Board at a future meeting.</p>	
44/21	<p><u>Audit Committee Work Plan</u> The work plan was discussed and agreed for September meeting.</p>	
45/21	<p><u>Any Other Business</u> TW thanked KK, AAW, CD and the finance team on the clean Audit.</p>	
46/21	<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"> • Approval of the Annual Report, Governance Statement and Annual Accounts. • Approval of the Management Representation Letter 2020/21. • Head of internal Audit opinion substantial assurance. • External audit opinion - unqualified audit opinion not identified any significant weakness in VFM. • Two outstanding issues, 1 related to Mental Health and agreement of balance with a provider and 1 related to the assurance that the CCG was meeting the 10 national data guardian standards which was hoped to be resolved prior to the next CCG Board meeting. 	
47/21	<p><u>Date of Next Meeting:-</u> <u>Future Meeting 2021:-</u> Wednesday 22nd September 2-4pm Wednesday 12th January 2-4pm April no date set May no date set</p>	