

Audit and Governance Committee
 20 July 2018 @ 9.30am
 Boardroom Room, Town Hall, Scarborough

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Present	Philip Hewitson (PH)	Lay Member, Governing Body Vice-Chair and Chair Audit & Governance Committee
	Dr Julian Wadsworth (JW)	General Practitioner
	Andrew Hudson (AH)	Lay Member
Attendees	Simon Cox (SC)	Chief Officer
	Sally Brown (SBr)	Associate Director of Corporate Affairs
	Emma Parker (EP)	Corporate Services Manager
	Richard Mellor (RM)	Chief Finance Officer
	James Collins (JC)	Senior Manager, Mazars
	Helen Kemp-Taylor (HKT)	Internal Audit Manager
	Anne Ellis-Playfair (AEP)	Senior Internal Auditor
Apologies	Dr Ian Woods (IW)	Secondary Care Doctor, Governing Body
	Steve Moss (SM)	Counter Fraud Specialist
	Abigail Combes (AC)	Solicitor - Legal Services Manager
	Carrie Wollerton (CW)	Executive Nurse
Observing	Bryony Prestidge	Internal Auditor
Minutes:	Sue Iliffe (SI)	Corporate Services Assistant (SCRCCG)

Item	Minutes	Action
AGC/18/261	Welcome and Apologies Noted as above.	
AGC/18/262	Declaration of Members Interest in relation to the business of the meeting None declared.	
AGC/18/263	Quoracy The Quoracy of the Audit & Governance Committee was confirmed with three committee members present.	
AGC/18/264	Gifts & Hospitality No gifts or hospitality were declared by CCG staff.	
Previous Meeting		
AGC/18/265	Minutes of Last Meeting – 4 May 2018 The minutes were agreed as a true and accurate record.	
AGC/18/266	Matters Arising/Action Tracker The Committee considered the following actions on the tracker which were not addressed by other agenda items: <u>North Yorkshire CCG Proposed Management Structure Changes</u> A paper on the single management team proposal has been approved by the Governing Body Committee and the Council of Clinical Representatives and will be ratified at the public section of the Governing Body Committee meeting on 25 July 2018. EP to circulate the paper to Audit and Governance Committee members for information. PH expressed concern	EP

	<p>that no detailed option appraisal or business case has been prepared to support the proposal and suggested that an Audit and Governance Committee workshop be held in 4-6 weeks to the consider the risks and identify the process requirements going forward.</p> <p><u>S75 Agreement</u> Date the agreement was signed to be confirmed.</p> <p><u>Governance Structure for Ambitions for Health</u> Governance structure circulated.</p> <p><u>Review Annual Report 2017/18</u> The amended version of the annual report was circulated to Committee members.</p> <p><u>Action Tracker</u> The Committee reviewed and updated the action tracker and noted the following:</p> <ul style="list-style-type: none"> • The original work on the audit of coding in Primary Care has taken place. Action Closed. Work is ongoing relating to quality issues identified and practices have been asked to submit details. Quality of discharge information and errors in coding issues will be discussed at LMC. Data quality has been less of an issue this year however a deadline of November was agreed to look at how coMading affects charging. • R&D GP volunteer agenda is progressing, IW to provide an update at the next meeting. Action Open • Work to take place jointly with Harrogate CCG on the Sustainability Development Management Plan with a deadline of October. Action Open • Quality Assurance Framework circulated. Action Closed • Details UM Review report discussed. Action Closed • North Yorkshire CCG Proposed Management Structure changes advised. Action Closed • Joint Committee with ERY and VoY re YFT update provided. Action Closed • Risk regarding the impact of the Capacity and Capability review on staff morale has been discussed. Action Closed • Procurement Committee terms of reference have been submitted for approval at the Governing Body Committee on 25 July 2018 and will be included in the next Audit and Governance Committee meeting. Action Closed • Changes to the management structure are at the implementation stage and are progressing. Interviews are being held, an update on situation will be provided at the next meeting. Action Closed 	<p>EP/PH</p> <p>SC</p> <p>SB</p> <p>IW</p>
External Audit		
<p>AGC/18/267</p>	<p>External Audit Progress Reports 17/18 audits have now concluded and planning for 18/19 audits has commenced. JC confirmed that the Audit Strategy Memorandum will be brought to the March 2019 Audit and Governance Committee.</p>	

	Resolved: The Committee noted the External Audit Progress Reports	
AGC/18/268	<p>Receive/Consider External Auditor Annual Audit Letter The Annual Audit Letter is intended to be a public document explaining the audit procedure. It was noted that actions related to deficiencies in the control of declarations of interest have now been completed.</p> <p>EP to publish the document on the website and notify the Governing Body Committee that it has been done.</p> <p>Resolved: The Committee accepted the External Annual Audit Letter</p>	
Counter Fraud		
AGC/18/269	<p>Review Counter Fraud Progress Report The Committee noted the report.</p> <p>The Committee was advised that the CCG is currently awaiting guidance from Counter Fraud on new guidance from NHSCFA regarding invoice fraud and Pre-contract procurement fraud and corruption. Consideration will be made as to whether the CCG's Procurement Policy will require updating as a result.</p> <p>HKT advised that there were potential operational issues with Personal Health Budget processes to discuss with SM before the service was expanded.</p> <p>SB advised that three practices have sought advice from SM and counter fraud alerts and updates are now being shared via the GP newsletter.</p> <p>Resolved: The Committee noted the Counter Fraud Progress Report</p>	SM
Internal Audit		
AGC/18/270	<p>Review Internal Audit Progress Reports All internal audits in the audit plan for 2017/18 are complete. Six audits have been issued as final and are summarised in the report.</p> <p>Planning has commenced on 2018/19 audit work relating to the Safeguarding, CQUIN, Joint Commissioning and Transforming Care Partnerships audits. It was agreed that review dates should be set in advance of audits and the CCG was working up a matrix of lead, contributors and admin support for each audit.</p> <p>Following an audit of Continuing Healthcare (CHC) a number of issues have been identified. SC requested a summary of PCU audits to ascertain if any of the issues had been picked up previously but were not addressed.</p> <p>Resolved: The Committee noted the progress of the Review</p>	HKT HKT
AGC/18/271	<p>Review Internal Audit Recommendations 22 recommendations have been added to the status report making a total</p>	

	<p>of 33 open reports. RM requested details of the 3 that have not been updated. This will be remedied by the end of September.</p> <p>Resolved: Progress achieved against recommendations noted.</p>	
Finance and Contracting		
AGC/18/272	<p>Finance Report May 2018/19</p> <p>a) Report RM reported an opening allocation of £183.763m with an overall deficit plan of £4M balanced by £4M sustainability funding. The majority of the pressure relates to the main acute contract with York Teaching Hospital NHS Foundation Trust.</p> <p>The Aligned Incentive Contract (AIC) had now been agreed and an improved financial position for the first quarter was showing, with the CCG achieving its financial control total. This would lead to the receipt of the first tranche of commissioner support funding.</p> <p>Overspending was reported on CHC and underspends on Mental Health, Primary Care and Other Commissioned Services.</p> <p>There were still significant risks associated with the financial plan, with a challenging QIPP target and CHC legacy issues. SC noted that progress has been made but further progress is needed.</p> <p>b) Dashboard The Committee noted the Dashboard report.</p> <p>Resolved: The Committee noted the Financial Report</p>	
AGC/18/273	<p>Financial Recovery Plan The Financial Recovery Plan document explaining the financial challenges and proposals that has been approved by the Finance and Contract Committee and submitted to NHSE and scored well against their criteria.</p> <p>EP to have the document checked by the Communications and Engagement team prior to potentially publishing on the CCG website.</p> <p>A summary briefing/stakeholder document was sent to the Governing Body Committee meeting.</p> <p>Resolved: The Committee noted the Financial Recovery Plan</p>	EP
AGC/18/274	<p>Report on Use of the Corporate Seal Nothing to report.</p>	
AGC/18/275	<p>a) Bad Debts and Special Payments Nothing to report.</p> <p>b) Standing Orders and Financial Instruction Waivers Nothing to report.</p> <p>Resolved: The Committee noted nil reports for Bad Debts, Special</p>	

	Payments , Standing Orders and Financial Instruction Waivers	
Governance and Assurance		
AGC/18/276	Review Assurance Framework and Significant Risks on Risk Register It was agreed that a workshop with the Governing Body Committee is required to review the Assurance Framework in Q3 to revisit the output from the January 2018 event. Resolved: The Committee noted that there were no major changes to the risk register.	SB/EP
AGC/18/277	Joint Committee Assurance The Joint Commissioning Committees summary will be updated as information becomes available. <ul style="list-style-type: none"> • Acute Joint Committee Minutes It was noted that no reference was made to Ambition For Health in the terms of reference. A paper will be circulated by AC on the decision making process and delegation of work. It was confirmed that there will be one vote per CCG. • Local Authority Joint Committee Minutes Were noted by the Committee Resolved: The Terms of Reference and minutes were received.	AC
AGC/18/278	Scheme of Delegation EP to check how often changes are made. The Committee suggested reviewing annually. Resolved: The Scheme of Delegation was accepted.	EP
AGC/18/279	Urgent Care Update Presentation The Committee was advised that a presentation on urgent and emergency care was given to the Business Committee by the Head of Transformation and Service Delivery. The next phase will be completed by August. Resolved: The Committee received and noted a copy of the presentation.	
AGC/18/280	Intelligence on Integrated Care System Benchmarking Report SB has been involved in the pilot but it was confirmed that SRCCG is not a member of the organisation producing the reports. It was suggested that shared membership with other CCGs could be considered. Resolved: The Benchmarking Report was noted.	RM
General		
AGC/18/281	Dates for 2018/19 A&G Committee <ul style="list-style-type: none"> • Friday 26 October 2018 09.30 – 12.30 • Friday 1 March 2019 09.30 – 12.30 	
Any Other Business		
AGC/18/282	Chair and Committee Members Private Meetings with Internal Auditors HKT announced that Anne Ellie-Playfair, Senior Auditor is leaving and thanks were given for her contribution to the Committee.	

Date, time and location of next meeting		
	26 October 2018, 09.30 – 12.30, Board Room, Town Hall – York House	

F E N I A L