



<b>MEETING TITLE</b> Trust Board in Public		<b>MEETING DATE</b> 30/09/2014	
<b>TITLE of PAPER</b>	<b>For Approval: Audit Committee Terms of Reference Updated</b>	<b>PAPER REF</b>	4.4
<b>STRATEGIC OBJECTIVE</b>	All		
<b>PURPOSE OF THE PAPER</b>	That the Trust Board considers and approves the updated Terms of Reference of the Audit Committee.		
<b>For Approval</b>	<input checked="" type="checkbox"/>	<b>For Assurance</b>	<input type="checkbox"/>
<b>For Decision</b>	<input type="checkbox"/>	<b>Discussion/Information</b>	<input type="checkbox"/>
<b>AUTHOR / LEAD</b>	Anne Allen, Trust Secretary	<b>ACCOUNTABLE DIRECTOR</b>	Chief Executive
<b>DISCUSSED AT / INFORMED BY – include date(s) as appropriate (free text – i.e. please provide an audit trail of the development(s)/proposal(s) subject of this paper):</b> At Trust Board (22 July 2014) amendments to the Audit Committee Terms of Reference were approved with one further required amendment noted (quoracy); updated TOR presented today for approval.			
<b>PREVIOUSLY AGREED AT:</b>	<b>Committee/Group:</b> Trust Board Audit Committee	<b>Date:</b> 22/07/2014 06/03/2014	
<b>RECOMMENDATION</b>	That the Trust Board approves the updated Terms of Reference of the Audit Committee		
<b>RISK ASSESSMENT</b>		<b>Yes</b>	<b>No</b>
<b>Corporate Risk Register and/or Board Assurance Framework amended</b> <i>If 'Yes' – expand in Section 4. / attached paper</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Resource Implications (Financial, Workforce, other - specify)</b> <i>If 'Yes' – expand in Section 2. / attached paper</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Legal implications/Regulatory requirements</b> <i>If 'Yes' – expand in Section 2. / attached paper</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Equality and Diversity Implications</b> <i>If 'Yes' – please attach to the back of this paper</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>ASSURANCE/COMPLIANCE</b>			

<b>Care Quality Commission Registration Outcome(s)</b>	All
<b>NHSLA Risk Management Standards for Ambulance Trusts</b>	All

## **For Approval: Audit Committee Terms of Reference Updated**

### **1. PURPOSE/AIM**

- 1.1 That the Trust Board considers and approves the updated Terms of Reference of the Audit Committee.

### **2. BACKGROUND/CONTEXT**

- 2.1 Amendments to the Audit Committee Terms of Reference (TOR) were approved by Trust Board, 22 July 2014 when the Audit Committee Chairman highlighted one further required amendment, that of:

Audit Committee TOR, 4.4 refers:

“The Audit Committee shall be quorate in the presence of three members, to include the Audit Chairman or an appointed Deputy Audit Chairman. Once the Designate Non-Executive Director becomes a full member the quoracy of the Committee will be increased to four.”

- 2.2 This amendment was accepted by the Board and the TOR agreed to be updated subject to Trust Board approval at its September meeting.

### **3. PROPOSALS/NEXT STEPS**

- 3.1 That the Terms of Reference of each of the Trust Board Committees are kept under regular review and receive Board approval at least annually.

### **4. RISK ASSESSMENT**

- 4.1 If the Trust Board is to be assured by the reports received from each of its key Committees, it is essential that the relevant Terms of Reference are kept under review to ensure their validity and effectiveness.

### **5. RECOMMENDATIONS**

- 5.1 That the Trust Board approves the updated Terms of Reference of the Audit Committee.

### **6. APPENDICES/BACKGROUND INFORMATION**

Terms of Reference: Audit Committee