



Item No
 3.1.1

Meeting Title Board of Directors Meeting (held in Public)	Meeting Date 27 April 2023
Reporting Committee	Audit Committee
Committee Chaired By	Andrew Chang, Non-Executive Director
Lead Executive Director	Kathryn Vause: Executive Director of Finance
Date of Last Committee Meeting[s]	18 April 2023

Summary of Key Matters Considered and Decisions Taken

Prior to the Committee meeting taking place, an informal private meeting was held with the Internal Auditor, 360 Assurance and the External Auditor, Ernst & Young.

The meeting was held via videoconference and was quorate. The key areas of discussion during included the following:

Action Log

Completed actions were agreed to be closed, open due actions were reviewed and the action log updated.

Matters Arising from Previous Meeting

None.

Internal Audit Progress Report

The Internal Audit Progress Report for 2022/23 was received, with progress provided against the 2022/23 Plan for work covering 7 January to 11 April 2023.

The following final reports had been issued:

- IT Asset Management (limited assurance)
- Data Quality – focus on Electronic Staff Record (significant assurance)
- Appraisals (significant/limited assurance)
- Green NHS and Sustainability (significant assurance)
- Key Financial Systems: accounts receivable – invoiced income (significant assurance)
- Managing Safeguarding Allegations (limited assurance)

Work was in progress on the following two reviews: Divisional Risk Management; and Recruitment and Retention.

The interim Internal Audit Opinion was received, which included an indicative opinion. It was noted the Internal Audit Opinion would be finalised for submission to the June 2023 Audit Committee together with the Internal Audit Annual Report.



Internal Audit Progress on Management Actions

An update on the completion of management actions to date arising from Internal Audit's recommendations was received. It was noted that during the second half of the year significant progress had been made with the total number of overdue actions reduced from 35 to 12; and an overall completion rate improving to 91%. There were four historical Internal Audit actions in relation to Estates. To ensure a level of management focus the Trust planned to continue to report activity to Trust Executive Group, Trust Management Group and Audit Committee.

Internal Audit Plan for 2023/24

The Internal Audit Plan for 2023/24 was approved. The Executive Director of Finance confirmed that if the plan required adjustment during the year this would be reviewed and approved as necessary.

Counter Fraud Progress Report

The Counter Fraud Progress Report was received, with progress provided against the 2022/23 Plan. It was noted that Counter Fraud services continued to issue and enact local alerts and fraud prevention notices to the relevant Trust officers.

Counter Fraud Plan for 2023/24

The Counter Fraud Plan for 2023/24 was approved.

External Audit Planning Report

The External Audit Planning Report was received and noted, which proposed the approach and scope for the audit of financial statements for the year ended 31 March 2023, in accordance with the requirements of the auditing standards and other professional requirements. The proposed cost for the annual audit was approved.

Financial Year-end Timetable and Accounting Policies

The Financial Year-end Timetable and Accounting Policies paper was received and noted. The next dates for Audit Committee and Board to approve the Annual Reports and Accounts was proposed by Finance to be changed to June 2023 to align with the national timetable changes, which was agreed.

Risk Management Report (including Board Assurance Framework (BAF) and Corporate Risk Register (CRR))

The Risk Management Report including the BAF and CRR was received, noting that hospital handovers continued to be the highest risk.

Risk Assurance Reports

Assurance Reports were received from the Quality Committee and the Finance and Investment Committee, which included an overview of discussions in relation to key risks and the arrangements in place for the Trust to mitigate and control risks that the Trust control, and the arrangements in place to work in collaboration with partners with an aim of reducing wider shared risks.

Both Committees highlighted discussions that had taken place in relation to the risk of the Trust's availability of capital.

Freedom to Speak Up Report 2022/23



The Freedom to Speak Up Report was received and it was noted there were plans in place for the Trust to increase its Freedom to Speak Up Guardians to three.

Review of Schedule of Losses and Special Payments

The number and circumstances of incidences in respect of Losses and Special Payments made to 31 March 2023 were noted.

SFI Waivers and Contracts over £100,000

The number and circumstances of SFI Waivers to 31 March 2023 were noted. The compliance to delegated levels for authorisation of contracts over £100,000 was noted.

No PO no Pay

The level of compliance to the No PO no Pay policy was noted.

Effectiveness Reviews

The outcome of the Internal and External Audit Reviews was received with a low response rate noted. No concerns were raised and some positive responses had been received from regular attendees.

Risks Identified / Matters of Concern and Mitigating Actions

Risks discussed throughout the meeting with regards to areas of concern were agreed to be referenced accordingly with the Trust's Annual Governance Statement.

Matters for Escalation to the Board

Quality Committee and Finance and Investment Committee both raised concerns with regards to the overall availability of capital moving into 2023/24 and workforce turnover.

IT asset records need to be reconciled and compliance with asset management processes improved.

Hospital handovers continued to be the rated the highest Trust risk.

Date of Next Committee Meeting	June 2023
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