

**AUDIT AND RISK MANAGEMENT COMMITTEE**

Date of meeting:	3 <sup>rd</sup> October 2019
Attendees:	Marie Perry (Chair), Harjinder Kang, Mick Laverty, Waseem Zaffar, Kate Thomas, Mike Hoare, Dinah McLannahan, Kam Dhami, Dave Baker, Craig Higgins, Lucy Owens and Clare Dooley, Grant Thornton: Nicola Commbe, RSM: Mike Gennard, Asam Hussain and Sophie Coster
Apologies:	No apologies were received.
Key points of discussion relevant to the Board:	<ul style="list-style-type: none"> <li>• <b>Data Quality</b> – kite mark actions closed, overdue and due to commence were discussed, along with the review/assurance/alignment process undertaken to de-escalate issues on the IQPR.</li> <li>• <b>Governance pack</b> – issues discussed included: debt recovery, salary overpayments and the tender waivers review.</li> <li>• <b>Financial Systems Improvement Plan</b> – improvement on reducing the 60 day creditor position, the actions being taken to address on-going problems with the Oracle system were considered.</li> <li>• <b>Legal Services update</b> – the new Head of Legal Services is now in post, and an update on progress with the number of open clinical negligence cases was discussed.</li> <li>• <b>External Audit</b> - The latest National Audit Office code of practice is currently in consultation, and the focus on debt recovery and the financial systems improvement plan were commended as good progress.</li> <li>• <b>Internal Audit</b> – the most recent audit reports for effective appraisals and recruitment have been received and discussed with the Director of People and OD, and a commitment to close responses from Directors on audit report recommendations was confirmed.</li> </ul>
Positive highlights of note:	<ul style="list-style-type: none"> <li>• <b>Strategic Board Assurance Framework</b> - The Board had reviewed the Challenge Exercise and discussed the level of confidence from each Board Committee Chair on around reassurance and controls in place to mitigate risk.</li> <li>• Joined up working between the Finance and Overseas Visitors Charging teams had improved to improve timely invoicing and debt recovery.</li> </ul>
Matters of concern or key risks to escalate to Board:	<ul style="list-style-type: none"> <li>• None</li> </ul>
Matters presented for information or noting:	<ul style="list-style-type: none"> <li>• Counter Fraud progress report</li> </ul>
Decisions made:	<ul style="list-style-type: none"> <li>• To publish and implement the updated Standing Orders/Standing Financial Instructions.</li> </ul>

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Actions agreed:

- **Strategic Board Assurance Framework** - an 'adequate level of assurance' target by the time committees report to the Board in January 2020, and committees meeting in the interim will ensure updates presented by executives reflect working towards this target.

**Marie Parry**

**Chair of the Audit and Risk Management Committee**

*For the meeting of the Trust Board scheduled for 7<sup>th</sup> November 2019*