

Audit and Risk Committee Summary Note	
Date of meeting:	4 <sup>th</sup> November 2021
Attendees:	Lesley Writtle (Chair, part-meeting), Mick Laverty, Mike Hoare, Kate Thomas (Chair, part meeting), Kam Dhami, Dinah McLannahan, Dave Baker, Mark Stocks, Zak Francis, Mike Gennard, Bradley Vaughan, Craig Higgins, Dan Conway, Mike Hansen
Apologies:	Waseem Zaffar
Key points of discussion relevant to the Board:	<ul style="list-style-type: none"> <li> <p>• <b>Health &amp; Safety plans</b></p> <p>The Committee were informed that elements of the core requirements to meet Health &amp; Safety Standards were clearly in place across the Trust, but evidence of robust management was not as effective as it could be. There was a discussion on the adequacy of the resource size for this agenda and we were informed that an external review was to be commissioned to highlight any gaps that need to be addressed.</p> </li> <li> <p>• <b>Data Security Protection Toolkit (DSPT)</b></p> <p>The committee were given an update on the work being undertaken to address the non-compliant standards in the 2020/21 DSPT declaration, Penetration testing and IG mandatory training]. The former had been actioned and a targeted approach was required for staff with overdue training.</p> </li> <li> <p>• <b>Trust's Aged Debt position</b></p> <p>The largest over 90 day figures were related to both overseas debt and Birmingham City Council in relation to transfers of care (both fully provided for). Work was ongoing to clear the debt with a focus on NHS Property Services and Sandwell and West Birmingham CCG. In terms of overseas debt, processes had been working well to identify overseas patients and invoicing but better payments practice performance and overseas debt recovery was needed.</p> </li> <li> <p>• <b>Single tender waivers</b></p> <p>The Trust had a target to reduce single tender waivers to 75 or below in 2022/23. Progress had been positive - there had been 51 so far in the year-to-date, compared to 113 in the same period last year.</p> </li> </ul>

Positive highlights of note:	<ul style="list-style-type: none"> <li>The reduction in overdue actions from Internal Audit reviews is highlighted as excellent progress.</li> </ul>
Matters of concern or key risks to escalate to the Board:	<ul style="list-style-type: none"> <li><b>Information Governance (IG) staff mandatory training</b> Compliance was required to be at 95%. In June 2021 however, this figure was 93.01%. At the time of reporting, the position was 92.78%, therefore, this assertion remained non-compliant for 2020/21 DSPT declaration.</li> </ul>
Matters presented for information or noting:	<ul style="list-style-type: none"> <li>The refreshed BAF aligned to the new Five Year Strategy to be presented in February 2022.</li> <li></li> </ul>
Decisions made:	<ul style="list-style-type: none"> <li></li> </ul>
Actions agreed:	Record in the action tracker

Lesley Writtle, Non Executive Director  
Chair of the Audit & Risk Management Committee

For the meeting of the Trust Board scheduled for 2<sup>nd</sup> January 2021