







## Trust Board Report

<b>Meeting Date:</b>	20 May 2013
<b>Title:</b>	Audit Committee Review of Activities 2012/13
<b>Executive Summary:</b>	See below
<b>Action Requested:</b>	To note the Audit Committee Review of Activities 2012/13
<b>Report of:</b>	Chairman - Audit Committee
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<b>Resource Implications:</b>	None
<b>Public or Private: (with reasons if private)</b>	Public Session
<b>References: (eg from/to other committees)</b>	N/A
<b>Appendices/ References/ Background Reading</b>	
<b>NHS Constitution: (How it impacts on any decision-making)</b>	In determining this matter, the Board should have regard to the Core principles contained in the Constitution of: <ul style="list-style-type: none"> <li> Equality of treatment and access to services</li> <li> High standards of excellence and professionalism</li> <li> Service user preferences</li> <li> Cross community working</li> <li> Best Value</li> <li> Accountability through local influence and scrutiny</li> </ul>

### Background Details

<b>1</b>	The attached review of Audit Committee activities was discussed at the joint meeting of Audit and Board Assurance Committees on 25 April 2013.
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## Report to Joint Meeting of Audit and Board Assurance Committees

### Audit Committee – Review of Activities 2012/13

#### Meetings held in Year

The Audit Committee met four times in the year (June, September, December 2012 and February 2013). Additionally, there was a joint meeting held between the Audit and Board Assurance Committees in April 2012.

#### Membership/Attendance

Membership changed in 2012/13. At the beginning of the year, the members of the committee were Keith Bryan (Chairman), David Sutton and Jeremy Vanes. Effective from September 2012 Surrinder Kalirai was appointed as acting Chairman with John Holder as a committee member. Jeremy Vanes was appointed as the Trust's Acting Chairman and, therefore, did not attend meetings from December, as this was a potential conflict of interest, but remained a member. By invitation Sue Rawlings attended meetings in both December and February as an observer.

The Audit Committee has been quorate at each of its meetings, with attendance over the four meetings being as follows:

	<b>June 2012</b>	<b>September 2012</b>	<b>December 2012</b>	<b>February 2013</b>
K Bryan – Chairman	✓			
J Vanes	✓	✓		
D Sutton	✓			
S Kalirai – Acting Chairman		✓	✓	✓
J Holder		✓	✓	✓
S Rawlings (observer)			✓	✓

#### Business Conducted

In the course of its four meetings, the Committee has considered and, where required, taken a view on the following:

- The Trust's Annual Accounts 2011/12 and related reports from both Internal and External Auditors
- Charity Fund Annual Accounts and Annual Report 2011/12 and the related report of the External Auditors
- The Annual Reports of Internal Audit (including the Head of Internal Audit Opinion) and of the Local Counter-Fraud Specialist for 2011/12
- Regular reports from the Security Manager/LSMS and Annual Report

- The External Auditor's Annual Audit Letter for 2011/12
- The External Audit Plans 2012/13 for both the Trust and the Trust's Charitable Funds
- Internal Audit and LCFS plans for 2012/13, and regular reports detailing progress against the agreed plans
- Regular reports identifying Trust progress in implementing recommendations agreed in Action Plans consequent on Internal Audit reports, with particular attention paid to "high" and "medium" priority recommendations
- Reviewed and agreed Trust's Fraud Policy based on best practice
- The Trust's Annual Governance Statement for 2011/12, was discussed at the joint meeting with the Board Assurance Committee in April, and then at the Audit committee in June

In addition to the above, the Audit Committee has:-

- reviewed its Terms of Reference and draft Head of Internal Audit Opinion
- held a private meeting with External Auditors
- submitted the minutes of its meetings to the Board, with the Chair's report highlighting any issues of significance
- Commenced a performance review of its activities, facilitated by RSM Tenon designed software

### **Conclusion**

The Committee has reviewed its work plan together with its Terms of Reference and conclude that it has complied with its Terms of Reference.

S Kalirai - Chairman  
April 2013