

## Trust Board Report

<b>Meeting Date:</b>	1 June 2015
<b>Title:</b>	Audit Committee – Review of Activities 2014/15
<b>Executive Summary:</b>	See below
<b>Action Requested:</b>	To note the Audit Committee Review of Activities 2014/15
<b>Report of:</b>	Chairman of Audit Committee
<b>Author:</b>	Kevin Stringer, Chief Financial Officer
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<b>Resource Implications:</b>	N/A
<b>Public or Private:</b> (with reasons if private)	Public Session
<b>References:</b> (eg from/to other committees)	N/A
<b>Appendices/ References/ Background Reading</b>	N/A
<b>NHS Constitution:</b> (How it impacts on any decision-making)	<p>In determining this matter, the Board should have regard to the Core principles contained in the Constitution of:</p> <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>
<b>Background Details</b>	
<b>1</b>	The attached review of Audit Committee activities was discussed at the joint meeting of Audit and Quality Governance Assurance Committees on 22 April 2015.

**Report to Joint Meeting of Audit and Quality Governance Assurance  
Committees**

**Audit Committee – Review of Activities 2014/15**

**Meetings held in Year**

The Audit Committee met four times in the year (June, September, December 2014 and February 2015). Additionally, there was a joint meeting held between the Audit and Board Assurance Committees in April 2014.

**Membership/Attendance**

Membership during the year has been consistent although the chairmanship transferred from S Rawlings to R Dunshea in June 2014 as Non-Executive Director roles and attendance at committees was reviewed. Throughout the year there has been representation from the Quality Governance Assurance Committee in J Anderson whom is the Chair, to ensure a close working relationship between the two committees. With effect from September 2014 S Rawlings was replaced by R Edwards.

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

	<b>June 2014</b>	<b>September 2014</b>	<b>December 2014</b>	<b>February 2015</b>
R Dunshea – Chairman (Chair from June 2014)	✓	✓	✓	✓
S Rawlings	✓			
R Edwards (from September 2014)			✓	✓
M Martin (from September 2014)		✓	✓	✓
J M Anderson	✓	✓	✓	✓

**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 2013/14 and Annual Report and the related reports from both Internal and External Auditors
- Charity Fund Annual Accounts and Annual Report 2013/14 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 2013/14
- Regular reports from the Security Manager/LSMS and Annual Report
- The External Auditor's Annual Audit Letter for 2013/14

- The External Audit Plans 2014/15 for both the Trust and the Trust's Charitable Funds
- Internal Audit and LCFS plans for 2014/15, 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 2013/14, was discussed at the joint meeting with the Quality Governance 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 regular private meetings 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 and produced KPIs for the three main assurance providers to the committee – Internal Audit, External Audit and LCFS

### **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.