

Item 12.1

NHS Bristol, North Somerset and South Gloucestershire Clinical Commissioning Groups Audit, Governance and Risk Committees Meeting In-Common

Minutes of the meeting held on Monday 13 March 2018 at 10.30am,
South Plaza, Bristol

Minutes

Present		
John Rushforth	Chair of meeting , Lay Member, Chair of Audit South Gloucestershire CCG	JR
Ryan Richards	Lay Member & Chair of Audit, North Somerset CCG	RR
Janet Biard	Practice Manager Representative, South Gloucestershire CCG	JB
Barrie Morris	Director, Grant Thornton	BM
Robert Loader	Deputy Director of Audit, Audit South West	RL
John Micklewright	Counter Fraud Manager, Audit South West	JM
Michelle Burge	Audit Manager, Grant Thornton	MB
Russ Caton	Audit Manager, Audit South West	RC
Apologies		
Kath Payne	Practice Manager Representative, North Somerset CCG	KP
Kathy Headdon	Lay Member & Vice Chair, North Somerset CCG	KH
Martin Gregg	Lay Member, South Gloucestershire CCG	MG
David John	GP Representative, North Somerset CCG	DJ
Danielle Neale	Lay Member, Chair of Audit Bristol CCG	DN
David Johnson	External Audit	DJo
Richard Laver	Governing Body Representative Bristol CCG	RLa
In attendance		
Sarah Truelove	Chief Finance Officer, BNSSG CCGs	ST
Jeanette George	BNSSG Director of Corporate Services (Interim)	JG
Laura Davey	Corporate Manager (note taker)	LD

	Item	Action
1	Apologies The above apologies were noted.	
2	Declarations of Interest There were no declarations of interest.	
3	Minutes of the Previous Meetings of Audit Committees and Matters Arising The minutes were agreed as a correct record Action status: 5(1) – To remain open 6(3) – To remain open 12 – Closed	

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	<p> 3(1) – Closed 3(2) – Closed 3(3) – Closed 3(4) – Closed 3(5) – Closed 6(1) – Closed 6(2) – Closed 6(3) – To remain open 6(4) – To remain open 6(5) – Closed 6(6) – Closed 11(1) – To remain open It was noted the draft Policy in progress, this policy will be reviewed by Commissioning Executive 11(2) – To remain open </p>	
4	<p>Director of Finance and Audit Chair Updates</p> <p>ST commented on the preparations for end of Year and the move to the new organisation noting the planned financial deficit of £35m.</p> <p>ST confirmed work was underway on the financial plan for next year and that will include a £10m deficit. ST noted that she had confidence in the plans to address this.</p>	
5	<p>Corporate Risk Register and Assurance Framework</p> <p>ST presented the documents noting the Assurance framework monitors risk against the strategic risks against plan.</p> <p>ST highlighted the risk on the Corporate Risk Register in respect of bed occupancy which remains high and this is to be expected as it is the main risk for the CCGs. Other risks in line with expectations have reduced as year end approaches.</p> <p>JR queried Risk 004 and that he was not clear on the actions being taken to address the risk. ST responded to confirm that work has just begun to review total commissioning spend on Care homes and that she would request further narrative to be added to the risk.</p> <p>JR queried Risk 009 noting the risk felt significant but carried a low score and if this was an accurate reflection. JB agreed noting that there are a number of financial and non financial risks in relation to this. ST confirmed she would ask the Primary care Team to review the risk and scoring.</p>	<p>ST</p> <p>ST</p>

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	<p>The Bristol CCG, North Somerset CCG and South Gloucestershire CCG Audit, Governance and Risk committees commented on the Assurance Framework and Corporate Risk Register noting the risks, controls, assurances and gaps in assurance and the mitigating actions reported.</p>	
6	<p>Detailed Financial Policies</p> <p>ST presented the report noting that the policies are a good starting point to take forward into the new organisation and that further review can then be undertaken as the year progresses.</p> <p>JG commented the policies align to the new constitution</p> <p>JR commented on the following: Page 11 – reference to the auditor panel is missing Page 11 – Suggestion in section 2.1.2 that ‘or require executive action’ be amended to state ‘should be brought to Governing Body attention’ Page 29 – do we have an approved list of contractors (sec 9.8.8a) Page 29 – in section C JR queried the subset of legislation commenting that all legislation should be complied with Page 37 – (sec 12.1.2. C) JR requested clarification on the role of the Remuneration Committee in regards to performance review of executives. JG confirmed the committee reviews the performance of CEO and other executive team members. JG to review and confirm.</p> <p>The Bristol CCG, North Somerset CCG and South Gloucestershire CCG Audit, Governance and Risk committees reviewed and agreed the recommendation of the detailed financial Policies to be adopted by the Governing Body of BNSSG CCGs.</p>	ST/JG
7	<p>Debt Write Off and Debtors Reporting</p> <p>The Bristol CCG, North Somerset CCG and South Gloucestershire CCG Audit, Governance and Risk committees received the report</p>	
8	<p>Losses and Special Payments Register</p> <p>The Bristol CCG, North Somerset CCG and South Gloucestershire CCG Audit, Governance and Risk committees received the report</p>	
9	<p>Update on the BNSSG Finance Integration Plan</p> <p>The Bristol CCG, North Somerset CCG and South Gloucestershire CCG Audit, Governance and Risk committees received the report</p>	
10	<p>Connecting Care Briefing</p>	

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	<p>The Bristol CCG, North Somerset CCG and South Gloucestershire CCG Audit, Governance and Risk committees received the report</p>	
<p>11</p>	<p>Internal Audit Plan 2018/19</p> <p>RL presented and commented that the plan was undergoing discussion at executive level and would return to the committee following this. The report sets out the plan and how it fits with the risk framework. RL highlighted to the committee page 5 which identifies the core risks and pages 9 – 14 which detail the plan. RL noted the reduction in days and cost and that the proposed total of days for 2018-19 is set at 210.</p> <p>JR queried the number of days given to the COI audits given the high level of assurance shown. RC confirmed this is due to assurance being given on the current systems in the three CCGs and this allowance is to review the combined system in the new organisation.</p> <p>JR asked that reference to the risk of HR outside the organisation be addressed in some format in the plan.</p> <p>The Bristol CCG, North Somerset CCG and South Gloucestershire CCG Audit, Governance and Risk committees received the plan for consideration.</p>	<p>RL</p>
<p>12</p>	<p>Internal Audit Progress Report</p> <p>RC presented the reports commenting that they reflect the work done to date. RC highlighted the following:</p> <ul style="list-style-type: none"> • Personal Health Budget - currently in draft and will be issued this week • Information governance – the final element of the reports is due this week • Partnership working – the reports are in progress • Cyber security Review – the Terms of Reference will be issued this week <p>RC confirmed there has been no change to the outstanding recommendations since the last review.</p> <p>RC commented on the individual reports.</p> <p>Incident Management – this showed a robust process in place across the three CCGs and issues were minor around documentation.</p> <p>Main Accounting – issues were minor around the documenting of processes</p> <p>Continuing Healthcare – Clear processes in place and a clear financial</p>	

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	<p>element has been reported at senior level. Some concern was identified in the monitoring of the service at management level. ST confirmed she had confidence in Jo Kapp who will be taking this service forward but agreed concern. JR requested further assurance on this to the May meeting.</p> <p>BM queried in the confidence of the timescales for the recommendations. ST responded to confirm she felt they were reflective of the move to the new organisation but that they may be overly ambitious. JR suggested a review in 6 months and this was agreed.</p> <p>Conflicts of Interest – no concerns but there is some minor administrative improvements recommended</p> <p>The North Somerset CCG Audit, Governance and Risk Committee accepted the Internal Audit Progress Report</p> <p>The South Gloucestershire CCG Audit, Governance and Risk Committee accepted the Internal Audit Progress Report</p> <p>The Bristol CCG Audit, Governance and Risk Committee accepted the Internal Audit Progress Report</p>	<p>ST</p> <p>ST</p>
13	<p>Counter Fraud Work Plan</p> <p>JM presented the report noting the request to seek approval from the committee. JM highlighted the reduction in days which as reduced from 85 to 60 and Appendix B on page 5 which detail the key risks and proactive work planned for next year.</p> <p>JR queried the investigation into false agency timesheets. JM responded that the investigation undertaken concluded there was insufficient evidence to progress further and that actions taken have improved the formatting of the timesheets particularly in highlighting the declaration that is signed by carers.</p> <p>The Bristol CCG, North Somerset CCG and South Gloucestershire CCG Audit, Governance and Risk Committees approved the report</p>	
14	<p>External Audit Items</p> <ul style="list-style-type: none"> • External Audit Plans 2017-18 • Progress Report • S.30 Referral Letter to Secretary of State • ISA 240 Letters • Addendum Letters to 2017-18 Contracts <p><u>External Audit Plans 2017-18</u> BM presented the plans noting there has been minimal change to the</p>	

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	<p>Government Accounting Manual. BM talked the committee through the plan highlighting a number of areas including the key challenges on page 4 and the materiality section on page 8 which is set at £10.255m</p> <p><u>Progress Report</u> MB presented and talked the committee through the report highlighting a number of areas including that the interim reports on page 4 are now complete. MB confirmed the final findings will be presented to the committee in May.</p> <p><u>S.30 Referral Letter to Secretary of State</u> BM presented the letters to the committee for information.</p> <p><u>ISA 240 Letters</u> BM confirmed the letters were similar to last years and included a series of questions with space for responses. JR commented he has signed off the South Gloucestershire CCG letter and RR confirmed he has to letter to sign off.</p> <p><u>Addendum Letters to 2017-18 Contracts</u> BM reported that legal advice has suggested this addendum to give clarity on CCG responsibilities and Auditor responsibilities.</p> <p>The Bristol CCG, North Somerset CCG and South Gloucestershire CCG Audit, Governance and Risk Committees agreed the recommendation for the Accountable Officer to sign the Addendum Letters for the 2017-18 Contracts.</p>	
15	<p>Audit Committee Work Programme</p> <p>One typographical error was noted that the work plan should be for 2018-19.</p> <p>The Bristol CCG, North Somerset CCG and South Gloucestershire CCG Audit, Governance and Risk Committees noted the work programme.</p>	LD
16	<p>Minutes of the Quality and Governance Committee (Governance section only)</p> <p>The Bristol CCG, North Somerset CCG and South Gloucestershire CCG Audit, Governance and Risk Committees noted the minutes</p>	
17	<p>Committee Effectiveness</p> <p>JB confirmed she had responded and JR asked the group to consider any feedback they wish to give which can be taken forward as learning into the new organisation.</p>	

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	JR thanked the committee members and auditors for their support and input and gave thanks to the South Gloucestershire CCG Committee members who have supported him as well as DN and RR.	