



Paper Ref
 TB20.071

Meeting Title Trust Board Meeting in Public	Meeting Date 26 November 2020
Reporting Committee	Audit Committee
Committee Chaired By	Andrew Chang, Non-Executive Director
Lead Executive Director	Executive Director of Quality, Governance and Performance Assurance/ Deputy Chief Executive
Date of Last Committee Meeting[s]	14 December 2020 & 14 January 2021

Summary of Key Matters Considered and Decisions Taken

The Committee had held two meetings since it's last report to the Board. Both meetings were held via videoconference and were quorate.

14 December 2020

- A closed session was held between the internal and external auditors and Committee members. It was noted that this would be a standing item on all future agendas.
- A verbal update was received around the progress of the appointment of the external auditors and engagement.
- The Committee approved its 2019/20 Annual Report and agreed to submit to the Board in January 2021.
- The Committee noted that an addendum to the annual report and accounts 2019/20 had been issued on 28 October 2020 and had been provided to the Committee for completeness.
- Internal Audit presented three audits which had been completed. Two of which received limited assurance, information regarding these have been provided in the 'escalated to Board' section of this report.
- The Committee approved an amendment to the scope of the audit relating to the DSP Toolkit, due to the publication of new guidance on a revised mandated approach for which the deadline was beyond the date of the AuditOne contract.

14 January 2020

- An update was provided around the Bank, Treasury and Cash Flow audit actions and the committee continued to monitor this closely. A paper would be brought to the next meeting for discussion.
- The Committee considered the Annual Report of the YAS Charity and supported the recommendation to the Board (acting as Trustee) for approval.
- Members noted an update and progress against risks relating to paper records requesting another update in June 2021.
- Risk assurance reports were received from both the Quality and Finance & Investment Committees and received suitable assurance.
- Reports were received from both Internal and External Audit.
- A discussion was held around Review and Losses of Special Payments and overpayment of salaries. It was agreed that further discussions would take place between Finance and HR and an update to the action plan would be provided at the next meeting.



- The Committee suggested that the Finance and Investment Committee may wish to consider looking further at the process related to aggregated contract awards.
- The Trusts Standing Financial Instructions and Standing Orders were presented following a recent review. The Committee supported the submission to Board for approval subject to amendments.
- The Committee welcomed the Annual Assessment Report on Clinical Governance and received assurance regarding the processes to manage Clinical Governance across the Trust.

Risks Identified / Matters of Concern and Mitigating Actions

None

Matters for Escalation to the Board

Limited Assurance Audit Reports

Travel, Expenses and IUC Overtime and Unsocial Hours Claims

Clarification of policies and procedures governing the claiming and approval of expenses and overtime is required.

Bank, Treasury Management and Cash Flow Management

Further segregation of certain back office payment processes is required to enhance the level of control in the bank and treasury operations.

The Committee requested an action plan be provided around how the issues identified would be resolved and an update to its meeting in January 2021. The Committee received updates on both items on 14 January 2021 and continue to actively monitor progress.

2019/20 Audit Committee Report

Attached at Appendix A

The approved minutes of the meeting[s] held 8 October 2020 and 14 December 2020 are appended to this report.

Date of next Committee Meeting

April 2021