

Audit and Integrated Governance Committee Annual Report for 2014-15

Governing Body meeting

Item 15e

7 May 2015

Author(s)	John Boyington, Chair of the Audit and Integrated Governance Committee
Is your report for Approval / Consideration / Noting	Noting
Are there any Resource Implications (including Financial, Staffing etc)?	N/A
Audit Requirement	
<u>CCG Objectives</u>	<p>Which of the CCG's objectives does this paper support?</p> <p>5. Organisational development to ensure CCG meets organisational health and capability requirements set out in the 6 domains (Annex C NHS England CCG Assurance Framework)</p> <p>Principal Risk 5.5 Inadequate adherence to CCG Constitution and other governance arrangements to support Nolan Principles and e.g. protect against conflicts of interests (Domain 4)</p> <p>Assurance: The Chair of the Audit and Integrated Governance Committee produces an annual report for the Committee for the Governing Body</p>
<u>Equality impact assessment</u>	<p>Have you carried out an Equality Impact Assessment and is it attached? No</p> <p>If not, why not? N/A</p>
<u>PPE Activity</u>	<p>How does your paper support involving patients, carers and the public? N/A</p>
Recommendations	The Governing Body is asked to note the report

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1. INTRODUCTION

The NHS Audit Committee Handbook recommends as good practice that Audit Committees should prepare a report to the Board or Governing Body detailing how the Committee has met its Terms of Reference for each year.

2. BACKGROUND

The Sheffield CCG Governing Body established the Audit and Integrated Governance Committee (AIGC) in accordance with the CCG's Constitution. The AIGC plays a pivotal role in ensuring that the Governing Body has effective internal control arrangements in place across the CCG. The main purpose of the Audit and Integrated Governance Committee is to scrutinise and critically review the CCG's financial reporting and internal control principles and ensure an appropriate relationship with both internal and external auditors is maintained.

In performing this role during 2014/15, the Audit and Integrated Governance Committee predominantly focused upon the framework of risks, controls and related assurances that underpin the delivery of the CCG's duties and objectives. In discharging these duties the Committee has considered reports, documentation and other information from officers of the CCG and its representatives, Internal Audit, External Audit and Counter Fraud.

As Chair of AIGC, I have reported key issues by the presentation of minutes and written and verbal reports to each of the CCG Governing Body meetings as appropriate. The Committee has presented key issues to the Governing Body meetings to ensure that members are effectively briefed.

This Annual Report of the AIGC is presented to the Governing Body to summarise the work of the Audit and Integrated Governance Committee during the 2014/15 financial year.

3. TERMS OF REFERENCE AND WORKPLAN

The Terms of Reference for the Audit and Integrated Governance Committee were agreed at the beginning of 2014/15.

In carrying out its duties, four meetings of the Audit and Integrated Governance Committee have been held during 2014/15 and all meetings have been quorate. In addition to the Committee members, the Director of Finance, Company Secretary or Head of Governance and Planning and representatives from Internal Audit and External Audit have regularly attended meetings, along with a representative from the Yorkshire and Humber Commissioning Support Unit for specific agenda items in the early part of the

year. Other members of staff have also attended meetings in order to present reports or provide information and explanation in relation to specific items on the agenda.

A workplan covering the period March 2014 to March 2015 inclusive was developed to ensure that all key areas and reports from internal and external audit and from other committees were considered by the Audit and Integrated Governance Committee at appropriate intervals throughout that period. This workplan has been achieved for 2014/15 and is attached as Appendix A to this report for information.

At each meeting AIGC has considered the work of the Governance Sub Committee including receiving its minutes and has considered reports on issues from the Risk Register and Assurance Framework, as well as various reports relating to financial governance matters.

Whilst AIGC has completed a full cycle of meetings and work in 2014/15, it will not be until May 2015 that it receives and considers a set of statutory financial statements for the CCG, together with appropriate external audit reports.

In March I am planning to meet, with other members, with both internal and external audit in a private session. In addition, in December all members and key attendees of AIGC completed a questionnaire which considered the work and effectiveness of AIGC. The results of this questionnaire are being considered at the March 2015 meeting and overall were very positive. We will be considering any development issues for AIGC members as well.

The minutes of all meetings of AIGC have been formally recorded and submitted, together with recommendations, where appropriate, to the Governing Body.

In summary, I believe AIGC has had a positive and productive year of operation and has supported Governing Body successfully in discharging a range of governance functions for the CCG.

John Boyington
Chair of the Audit and Integrated Governance Committee

March 2015