

Audit and Integrated Governance Committee Annual Report for 2015-16

Governing Body meeting

Item 18i

6 May 2016

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>	
<i>Which of the CCG's objectives does this paper support?</i>	
5. Organisational development to ensure CCG meets organisational health and capability requirements	
Principal risk 5.4 Inadequate adherence to principles of good governance and legal framework leading to breach of regulations and consequent reputational or financial damage.	
Assurance: The Chair of the Audit and Integrated Governance Committee produces an annual report for the Committee for the Governing Body	
<u>Equality impact assessment</u>	
<i>Have you carried out an Equality Impact Assessment and is it attached?</i> No	
<i>If not, why not?</i> N/A	
<u>PPE Activity</u>	
<i>How does your paper support involving patients, carers and the public?</i> N/A	
Recommendations	
The Governing Body is asked to note the report	

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Audit and Integrated Governance Committee meeting

24 March 2016

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 2015/16, 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 2015/16 financial year.

3. TERMS OF REFERENCE AND WORKPLAN

The Terms of Reference for the Audit and Integrated Governance Committee were reviewed during 2015/16 and updated to reflect the appointment of a fourth Lay Member.

In carrying out its duties, four meetings of the Audit and Integrated Governance Committee have been held during 2015/16 and all meetings have been quorate. In addition to the Committee members, the Director of Finance, Head of Governance and Planning and representatives from Internal Audit and External Audit have regularly attended meetings. 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 2015 to March 2016 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 2015/16 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 2015/16, it will not be until May 2016 that it receives and considers a set of statutory financial statements for the 2015/16 financial year, together with appropriate external audit reports.

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

In December other members and I, met with both internal and external audit in a private session. In addition, in January 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 2016 meeting and overall were very positive. We will be considering any development issues for AIGC members as well.

Mr Phil Taylor, a qualified accountant with significant NHS and board level experience, has been appointed as the CCG's Lay Member with responsibility for Governance for a three year tenure and he will take over the role as Chair of the AIGC from 1 April 2016.

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, CBE
Chair of the Audit and Integrated Governance Committee

March 2016