

Governing Body Paper Summary Sheet
Date of Meeting: 26 November 2013

For: Decision Discussion Noting

Agenda item no and title:	GOV/13/11/23 Audit & Assurance Committee Minutes – September 2013
Author:	David Noyes, Director of Planning, Performance & Corporate Services
Lead Director/GP from CCG:	David Noyes, Director of Planning, Performance & Corporate Services
Executive summary:	The Audit and Assurance Committee (AAC) of NHS Wiltshire CCG met on 10 September 2013. These minutes were agreed at the subsequent AAC meeting on 12 November 2013. The Governing Body is asked to note the minutes of the Audit and Assurance Committee.
Evidence in support of arguments:	The minutes of CCG committees provide a record of the discussion and decisions taken. This provides information for the CCG Governing Body and stakeholders.
Who has been involved/contributed:	The minutes reflect the discussion and decision taken by those present at the meeting.
Communications Issues:	The minutes are available for release under the FOI Act.
Financial Implications:	None
Review arrangements:	AAC minutes are presented to the subsequent AAC meeting for approval.
Risk Management:	Minutes of the CCG committees supports governance arrangements.
National Policy / Legislation:	Good practice
What specific action do you wish the Governing Body to take?	The Governing Body to note the minutes.

**MINUTES OF WILTSHIRE AUDIT AND ASSURANCE COMMITTEE MEETING
HELD ON TUESDAY, 10 SEPTEMBER 2013 AT 09:30
AT SOUTHGATE HOUSE, DEVIZES**

Present:

Christine Reid	CR	Vice Chair, Lay Member – Meeting Chair
Dr Mark Smithies	MS	Secondary Care Doctor
Mary Monnington	MM	Registered Nurse

In Attendance:

Simon Truelove	STr	Chief Financial Officer
Dr Jonathan Rayner	JR	GP Vice Chair, NEW
David Noyes	DJN	Director of Corporate Services, Planning and Performance
Paul Dalton	PD	Internal audit, PwC
Duncan Laird	DL	External audit – KPMG
Jonathan Brown	JB	External audit – KPMG
Steve Perkins	SP	Deputy CFO
Susannah Long	SL	Governance and Risk Manager
Diana Hargreaves	DJH	Board Administrator

Apologies:

Peter Lucas	PL	Chair, Lay Member
Roger Ringham	RR	Security Management Specialist
Tracey Spragg	TS	Counter Fraud
Keren Lovell	KL	Counter Fraud
Lynn Pamment	LP	Internal audit, PwC

AAC/13/09/01	<p>WELCOME AND APOLOGIES FOR ABSENCE CR welcomed everyone to the meeting stating that she was the Chair in the absence of Peter Lucas, noting apologies as above.</p>	ACTION
AAC/13/09/02	<p>DECLARATIONS OF INTERESTS Members are reminded of their obligation to declare any interest they may have on any issues arising at the meeting which might conflict with the business of Wiltshire CCG. There were no declarations of interests made.</p>	
AAC/13/09/03	<p>PREVIOUS MINUTES The minutes of the previous AAC meeting held on 9 July were agreed as an accurate record.</p>	
AAC/13/09/04	<p>MATTERS ARISING None.</p>	
AAC/13/09/05	<p>ACTION TRACKER In future, the Action Tracker will be sent out with the call for papers to allow the status of the outstanding actions to be determined ahead of the meetings, thus preventing unnecessary delays in completion. AAC/13/07/09 STr reported that this was ongoing in respect of discussions with NHS England. AAC/13/07/12 Lay Members are receiving the Heat Reports. AAC/13/07/18 STr will provide this information.</p>	<p>DJH STr</p>
AAC/13/09/06	<p>INTERNAL AUDIT PROGRESS REPORT PD presented the report setting out the progress made against the internal audit plan for 2013/14. PD reported that a teleconference was held last Friday with the internal auditors of CSU (Deloitte UK) setting out their plan for auditing the CSU functions. Deloitte UK will be issuing a letter/report detailing this plan of work for CSU audits. STr explained that there were problems with the CSU from a finance point of view regarding timeliness and accuracy and the distinction between CSU/CCG responsibilities. This had been exacerbated by staff turnover but things were now settling down. The meeting heard that the CCG had enduring concerns about the work of the CSU generally as elucidated in the CSU performance</p>	

	<p>paper which DJN brought to the AAC 9 July meeting which had necessitated rectification plans. DJN has regular meetings with CSU and their new Account Manager, Nigel Langhorn.</p> <p>Members expressed their concerns about the CSU. The current contract continues until 30 September 2014 and it was agreed that, as set out in DJN's previous paper, there are a number of options for the future delivery of support.</p> <p>DJN will bring a paper to the next AAC with proposals for how Wiltshire CCG will wish to proceed.</p> <p>The Committee received and discussed the report.</p>	DJN
AAC/13/09/07	<p>LOCAL SECURITY MANAGEMENT SERVICE WORKPLAN</p> <p>SL presented the report on behalf of RR, drawing attention to paragraph 1.2 in which he had covered the points requested at the last meeting.</p> <p>RR has been working with Dina Lewis in CHC to review payments made in relation to FNC and CHC and will be reporting back to the Committee in the future. However, a preliminary review of FNC has revealed a significant overspend in relation to duplicate payments.</p> <p>The Committee received and discussed the report.</p>	
AAC/13/09/08	<p>EXTERNAL AUDIT TECHNICAL UPDATE</p> <p>JB presented the report providing the Committee with a update on key technical issues that had occurred since the last update in July and including the expected number of days required to complete the audit of 2013/14 financial statements.</p> <p>CCGs must agree their opening balances that have transferred from the PCTs by the deadline of 1 December.</p> <p>It is currently suggested that there may be over or under provision e.g. Prescribing c.£800k under-provided. Further work will be needed once final balances are agreed and allocated to CCGs.</p> <p>STr informed Members that our Annual Plan was coming together and an initial draft of future commissioning intentions would be completed by 30 September that would respond to the challenges that the CCG faces, including the impact of the transfer of 3% of resources to Wiltshire Council as stipulated in the 2015/16 Comprehensive Spending Review.</p> <p>In relation to the new proposals to improve care for vulnerable older people, JR was concerned about GP practices within Wiltshire being expected to create or change existing practices with no mandate to do so and with the potential for there to be a conflict of interests; adding that any changes to community care required a fundamental change in GP practice.</p>	

	<p>Members asked if the CCG was responding to any of the consultations listed in the Technical Update and whether Wiltshire CCG was a member of the NHS Clinical Commissioners forum (NHSCC). The Executive team would consider whether this would be helpful.</p> <p>The Committee received and discussed the report.</p>	Executive team
<p>AAC/13/09/09</p>	<p>REVIEW ASSURANCE FRAMEWORK AND RISK REGISTER</p> <p>SL presented the Board Assurance Framework (BAF) stating that there had been some movement since the last meeting, notably SOC.01 - locality stakeholder days had taken place and SOD.02 – had had some of the detail updated.</p> <p>STr informed Members that, while the CCG was still reporting a surplus in 2013/14, there were some concerns going forward:</p> <ul style="list-style-type: none"> • In dispute in respect to Specialist Commissioning who were requesting £1.8m of funding for outturn issues which the CCG is not funded for itself. • £1.6m of funding for Primary Care pressures experienced by the Area Team which the CCG has already identified that it has funded. • Awaiting approval of the CCG request for a capital grant for community equipment purchased by WC on the CCG's behalf, value of £4.5m. If capital grant is not accepted by NHS England, then the CCG will have to commit revenue resources from the headroom to fund this. <p>A further concern is the issue of CCGs not having access to patient identifiable information and, as a commissioning organisation, this reduces our ability to verify invoice activity and to drill down. The status of SOD.02 is green in 13/14 but the risk is the challenge and impact of CSR and the challenge of delivering QIPP.</p> <p>SOC.01 - CR suggested it would be helpful to have a work plan which DJN agreed the Communications Team would share with CR.</p> <p>SOE.01 - MS asked how this risk was being mitigated and DJN explained that there had been two Joint Commissioning Boards which meant that there was a good understanding of the resources being utilised. Joint Business Agreements (JBAs) to be finalised; the service specifications were in place which identified CCG and WC leads who were meeting on a monthly basis for performance monitoring.</p> <p>SL then presented the Risk Register (RR) and explained that there had been significant involvement from the Groups and the Executive so this was now a good document detailing the Top 10 risks by score.</p> <ul style="list-style-type: none"> • W-13/022 Urgent Care – prime risk. STr advised that both 	DJN

	<p>GWH and RUH had been invited to bid for part of a £250m fund to support Urgent Care. However, GWH had been taken out of the bidding and discussions were being held to identify the level of support from the CCG headroom fund. It was agreed that Swindon CCG should also be supporting with funding; however, the Committee were advised that there was difficulty engaging with Swindon CCG on any level. Nerissa Vaughan has agreed to broker a meeting between GWH, Swindon and Wiltshire CCGs in order to encourage tri-partite discussion. To bring this to the Lay Members' seminar in November.</p> <p>JR reported that NEW had had a constructive meeting with GWH about proposals for projects around urgent care.</p> <ul style="list-style-type: none"> • W-13/006 Capital Grant increasing in score as outlined by STr above. • W-13/008 New risk around ambulance response times which was reflected at the AT quarterly assurance meeting last week. DJN explained that the meeting had gone well as the CCG was in a good financial position and overall performance was good. Members expressed the need to work on which other community response organisations could support the delivery of SWAST target. • W-13/014 The CQC requirement for a Section 136 suite for under-16s was currently not fulfilled; AWP had agreed in principle to open the Salisbury 136 Suite by 1 September 2013. CR pointed out that this had not happened and it was agreed to bring an update on progress to the September Governing Body meeting. <p>The Committee received and discussed the report and agreed that it could go forward to the Governing Body.</p>	<p>CR/MM/MS</p> <p>JC-C</p>
<p>AC/13/09/10</p>	<p>REVIEW SCHEME OF DELEGATION SP presented the report expanding upon the detail contained within the current Scheme of Delegation, to provide further clarity on delegated limits and responsibilities.</p> <p>The Committee received and agreed the revisions to the Scheme of Delegation for incorporation into the Constitution.</p>	
<p>AAC/13/09/11</p>	<p>REVIEW OF NEW LEDGER SYSTEM – FINAL REPORT PD presented the report setting out the internal audit findings in relation to the review of the new general ledger system.</p> <p>STr informed Members that the Finance Team had now got most of the detailed financial procedures in place, working in conjunction with the CSU.</p> <p>The Committee received and discussed the report.</p>	
<p>AAC/13/09/12</p>	<p>AGED DEBTORS AND CREDITORS REPORT</p>	

	<p>STr presented the report and explained that all outstanding debtors and creditors were being dealt with through the appropriate mechanisms. Finance and Information Managers are now embedded within the 3 Groups and there are good processes in place.</p> <p>The Committee received and noted the report.</p>	
AAC/13/09/13	<p>LOSSES AND SPECIAL PAYMENTS REPORT None to report.</p>	
AAC/13/09/14	<p>COMPETITIVE TENDER WAIVERS None to report.</p>	
AAC/13/09/15	<p>ANY OTHER BUSINESS MM requested an update on elevating she and MS to Members of the Committee in order to ensure quoracy and requested that this change to the Terms of Reference be brought to the next Governing Body meeting for approval.</p> <p><i>Post-meeting note: Following the request for this change to the Terms of Reference (TOR) in the February 2013 Shadow AAC meeting, the changes were brought to the March 2013 Shadow AAC meeting and agreed. The AAC TOR was amended in the Constitution which was approved at the first CCG Governing Body meeting on 2 April. Therefore MM and MS are Members of the AAC.</i></p> <p>CR expressed her concern that this month's agenda was rather light and Members discussed whether the meetings should be held on a quarterly, rather than a bi-monthly basis. After further discussion, it was agreed that the meetings would continue to be held bi-monthly and other Directorates would be invited to attend to update the Committee on their areas of work. STr will take this proposal to the Executive Team and a timetable of attendees drawn up</p> <p>No further business was discussed and the meeting closed at 10:55hrs.</p>	<p>DJN</p> <p>STr</p>
	<p>Date of next meeting – 12 November 2013 09:30 – 11:30hrs</p>	