

**Audit and Governance Committee**  
**RATIFIED minutes of the meeting held on**  
16/06/2022, 09:00-09:50  
Via MS Teams

**Members present:**

Sue Sunderland Non-Executive Director (Chair)  
Jon Towler Non-Executive Director

**In attendance:**

Majid Aisha KPMG  
Craig Bevan-Davies Counter Fraud Specialist, 360 Assurance  
Lucy Branson Associate Director of Governance  
Michael Cawley Operational Director of Finance  
Sian Gascoigne Head of Corporate Assurance  
Ian Livsey Deputy Director of Finance  
Audrey McDonald Assistant Director of Finance  
Andrew Morton Operational Director of Finance  
Stuart Poynor Chief Finance Officer  
Richard Walton Director, KPMG  
Sue Wass Corporate Governance Officer (minutes)  
Kevin Watkins Client Manager, 360 Assurance

**Apologies:**

Eleri de Gilbert Non-Executive Director

Cumulative Record of Members' Attendance (2022//23)					
Name	Possible	Actual	Name	Possible	Actual
Eleri de Gilbert	2	1	Jon Towler	2	2
Sue Sunderland	2	2			

**Introductory Items**

- AG 22 028 Welcome and apologies**  
Sue Sunderland welcomed everyone to the meeting of the Audit and Governance Committee, which was held on MS Teams due to the current Covid-19 situation.
- There were no apologies.
- AG 20 029 Confirmation of quoracy**  
The meeting was declared quorate.
- AG 22 030 Declaration of interest for any item on the agenda**  
No interests were noted on any item on the agenda.
- Sue Sunderland reminded members of their responsibility to highlight any interests should they transpire as a result of discussions during the meeting.
- AG 22 031 Management of any real or perceived conflicts of interest**

This item was not required, as no interests were declared.

**AG 22 032 Minutes from the meeting held on 19 May 2022**

The minutes of the meeting held on 19 May 2022 were agreed as an accurate record of the discussions held.

**AG 22 033 Action log and matters arising from meeting held on 19 May 2022**

All actions were noted as completed and there were no other matters arising.

### Financial Stewardship

**AG 22 034 Use of Procurement Cards during the emergency response to the Covid-19 pandemic**

Michael Cawley presented this item and highlighted the following key points:

- a) This was a regular report of the use of the CCG's procurement cards, which had been introduced as part of the CCG's emergency response to the pandemic.
- b) Previous reports had noted the decreased use of the cards since April 2020, and the subsequent cancellation of those cards not deemed necessary.
- c) Currently, only the Associate Director of Procurement had a procurement card and spend by procurement cards for the year April 21-March 22 was detailed within the report.

The following points were raised in discussion:

- d) Members queried the spend on advertising and whether it was compliant with the budget. It was noted that all spend had been agreed through the usual processes and procedures, and the need for procurement card spend was due to social media companies only accepting credit card payments.

The Committee:

- **NOTED** the update.

**AG 22 035 Transactions Approved Outside Financial Limits**

Michael Cawley presented this item and highlighted the following key points:

- a) This was a regular report of all transactions approved outside of delegated financial limits, as set out in the CCG's Standing Financial Instructions. This reported on transactions during quarter four to 31 March 2022, plus two months to 31 May 2022.
- b) During the period here were 75 transactions (1.42%) approved outside of the agreed limits and the report gave a breakdown of the transactions.
- c) As discussed in previous reports, the limitations of the Oracle financial system meant it was not possible to eliminate breaches; however, all breaches had been reviewed by the Operational Directors of Finance to ensure all transactions were bona fide.

The Committee:

- **NOTED** the contents of the report;
- **NOTED** the actions taken to minimise the risk of non-compliance with the CCG's Standing Financial Instructions (SFIs);
- **RETROSPECTIVELY APPROVED** invoice payments and credit notes transacted that are outside an individual officers' Scheme of Delegation.

## Internal Audit

### AG 22 036 Internal Audit Progress Report

Kevin Watkins presented this item and highlighted the following key points:

- a) Since the last meeting, two reports, Patient Engagement and Safeguarding, had been issued.
- b) Due to the unprecedented circumstances within which the Safeguarding Team was operating, it had been decided to draw a general conclusion, rather than issue a formal opinion. The recommendations would be progressed through the normal follow up process.
- c) The two remaining reports from the 2021-22 Internal Plan were currently in the process of being finalised and would be circulated during July. The Primary Care Workforce Review contained three advisory recommendations for the ICB to take forward.

The following points were raised in discussion:

- d) Members welcomed the Safeguarding Report as a useful opportunity to strengthen arrangements going forward.
- e) Members thanked the Internal Audit Team for their hard work throughout the past year.

The Committee:

- **RECEIVED** the progress report and **NOTED** the key messages and progress being made with the delivery of planned assurances for 2021/22 and quarter 1 for 2022/23.

## Counter Fraud

### AG 22 037 Counter Fraud, Bribery and Corruption Annual Report 2021/22

Craig Bevan Davies presented this item and highlighted the following key points:

- a) The Annual Report detailed both the proactive and reactive activities that had been undertaken throughout the year and noted a fully compliant 2022 Counter Fraud Functional Standard Return, which had been a significant piece of the work for the CCG.

The following points were raised in discussion:

- b) Members acknowledged the hard work that had been undertaken and thanked the Team.

The Committee:

- **NOTED** the Annual Report and the counter fraud functional standard return.

### AG 22 038 Counter Fraud, Bribery and Corruption Progress Report

Craig Bevan-Davies presented this item and highlighted the following key points:

- a) The report summarised the work that had been undertaken during quarter one.
- b) During the period two investigations had been on-going relating to potential fraud regarding IVF treatment and Public Health Budget (PHB) misuse.

The following points were raised in discussion:

- c) Discussing the potential PHB fraud, members noted that the role of the Counter Fraud Team was to highlight system weaknesses and control failures and the need

for the CCG's PHB Team to take learning from the investigation to address any training needs.

The Committee:

- **NOTED** the counter fraud progress report.

## Risk Management

### AG 22 039 Governing Body Assurance Framework – Q1 Position

Sian Gascoigne presented this item and highlighted the following key points:

- a) The report presented the quarter one position of the CCG's 2022/23 Governing Body Assurance Framework (GBAF) for scrutiny and comment. This was essentially the 'period-end' reporting for the CCG, in line with the disestablishment of the CCG on the 30 June 2022.
- b) Attention was drawn to Appendix A of the report, which summarised the actions that had been identified to address gaps in controls and assurances. All actions were noted as complete or on target for completion and would be kept under review as part of transition arrangements to the ICB.

The following points were raised in discussion:

- c) Discussing action 2.2, regarding nominated transformation leads, members sought assurance that a scheduled workshop would drive this forward. It was noted that this was an area of focus for the ICB Senior Executive Group, with a need to drive greater pace, which may require external support to identify gaps in capability and capacity, with a view to considering a system wide PMO function.
- d) Members queried where oversight of this would sit. It was noted that a set of initial ICB 'deliverables' would be brought to the inaugural ICB Board Meeting on 1 July and monitoring would be embedded in the ICB performance report.
- e) Members queried whether action 6.1, regarding establishing a patient engagement partnership forum should be marked as completed as Governing Body members had not been assured that future arrangements were robust. It was noted that although the action within the Assurance Framework to establish governance arrangements was complete, the embedding of arrangements would be a focus for the ICB's Assurance Framework. Members noted that the CCG had robust and effective engagement systems in place and highlighted the need for the ICB Audit Committee to maintain oversight of arrangements going forward.
- f) Regarding action 7.3, the publication of the CCG's Agile Working Policy, members queried the timeline for its completion. It was noted that the policy had been drafted and would be finalised in light of the review of all HR policies.

The Committee:

- **NOTED** the report and the work in place to remedy any identified gaps in controls and assurances.

### AG 22 040 Risk Report

Sian Gascoigne presented this item and highlighted the following key points:

- a) The report presented the Committee with risks relating to the Committee's responsibilities.
- b) It was proposed to archive RR 143 (Control of Patient Information (COPI) Notices). Work had concluded to review all COPI dependent processing, the output of which has been reported to the Information Governance Steering Group; and all COPI dependent processing would cease at the end of June 2022.

The Committee:

- **APPROVED** the archiving of risk RR 143 (Control of Patient Information (COPI) Notices)

### Closing Items

**AG 22 041**

**Any other business**

The Chair thanked members for their support over the past two years.