

**Chair:** Edward Vitalis  
**Enquiries:** Joanne Bowden

## CCG Audit Group

Tuesday 25<sup>th</sup> September 2012 1:30 – 3:00 pm  
 Swinton Suite, St James' House

**Present:** Mr E Vitalis - Non Executive Director – Chair  
 Mr A Lowe - Locality Director of Finance  
 Mrs J Bowden - Financial Projects Accountant  
 Mrs H Walters - Audit Manager MIAA  
 Mr R Causer - Senior LCFS MIAA  
 Mrs Cath Robson - LCFS MIAA

**In attendance** Mrs J Roberts - Associate Director Commissioning  
 - Modernisation  
 Mrs H Dobrowolska - Associate Director of Policy

**Apologies:** Dr J Tankel - Non Executive Director  
 Mr T Rooney - Audit Manager – External Audit  
 Mr M Waite - District Auditor – External Audit

## Notes

	Item	Action By
1	<b>Apologies for absence</b> See above	
2	<b>Minutes of Previous meeting</b>  Mr Vitalis requested that a copy of the minutes were sent to Mr P Newman (Non Executive Director) who attended the previous meeting and ask for his approval of the minutes from the 31 May 2012 meeting.	JA
3	<b>Action Log</b>  Updated Action Log presented. Only one of the actions remains as outstanding.  <b>Presentation on eBMS, Risks and Performance Management</b> Ms Bowden asked for clarification from the Group as to what information they wanted from this presentation, Mr Vitalis suggested that it would be more beneficial for Dr Tankel to have some one to one insight to the eBMS system outside of the Audit group by Ms Meredith or one of her team. Ms Bowden to action.  <b>Group to revisit the Audit Group Workplan</b> The Group discussed the dates when the Internal Audit Plan and the Counter Fraud Plan should be brought to the meeting, it was suggested that draft plans should be brought to the 7 February 2013 meeting.  Mr Vitalis asked that Dr Tankel be informed of the dates of future meetings. JA to action.	JB  JA

4	<p><b>CCG Audit Group Terms of Reference (ToR)</b> The ToR were presented to the Group. Mr Lowe advised these terms were produced just for the remainder of this year as this group is a sub group of the GM Audit Committee. A draft version of the TOR for the CCG Audit Group will be available from April 2013. Mr Vitalis suggested that it would be useful to have a clinical member to join this group – Mr Lowe to discuss with Mr Steadman. AL to action.</p>	AL
5	<p><b>Performance Report – Verbal</b></p> <p>Mrs Roberts attended and provided a verbal performance report. Copies of the NHS Greater Manchester performance dashboard for September 2012 which showed NHS Salford had achieved all ‘green’ RAG ratings in key performance areas were tabled. The associated provider report also showed Salford Royal FT achieving all green ratings. Mrs Roberts confirmed areas underperforming or expected to fail the 2012/13 targets, to be as follows:</p> <ul style="list-style-type: none"> <li>• NWS Category A response</li> <li>• 62-day wait for first treatment (Cancer Screening Services)</li> <li>• NHS Health Checks</li> <li>• Hospital admissions related to alcohol</li> <li>• Childhood obesity, year 6</li> <li>• Mortality rates</li> <li>• Teenage conception rates.</li> </ul> <p>Action plans for each were tabled.</p> <p>Edward Vitalis expressed disappointment that the mixed sex accommodation standards at Salford Royal FT had not been secured through the recent PFI. Janet Roberts explained that the repatriation issues in Neurosciences services compromised meeting the target, along with the original ward accommodation, which had not been included in the PFI and remained traditional 25 bed wards with minimal individual rooms. Despite this, performance against this target had improved significantly since the PFI had been completed and the June and July rating was green</p>	
6	<p><b>Risk Assurance Framework &amp; Risk Register</b> Mr Lowe presented the report. Mr Vitalis asked if there were any risks currently rated as high which we are concerned may change to extreme, Mr Lowe advised that no there were none other than the high risks reported on a regular basis via the performance report.</p> <p><b>The Group noted the report.</b></p>	
7	<p><b>Charitable Funds Accounts</b> Ms Bowden presented the accounts for review prior to submission to the GM cluster Audit Committee. The accounts were transferred to Salford Royal Foundation Trust on 22<sup>nd</sup> December 2011.</p> <p><b>The Group approved the accounts.</b></p>	
8	<p><b>External Audit Self Assessment</b> The CCG Audit Group is required to consider the performance of the</p>	

	external auditor on a regular basis. The report presented by Mr Lowe outlined the process and Mr Lowe asked the audit group members to form an opinion on the performance of the external auditor. Mr Vitalis was happy to endorse the work of the external auditors.	
9	<b>External Audit</b> Not applicable for this meeting.	
10	<p><b>Internal Audit</b></p> <p><b>10.1 Progress Report</b> Mrs Walters presented the progress report to provide an update in respect of the programme of work scheduled for completion during the audit year ending 31st March 2012. One report has been issued since the last meeting which was an advisory report to provide independent assurance to NHS Greater Manchester that Salford CCG has appropriate governance structures and related documentation in place to satisfy the requirements of authorisation.</p> <p>The draft Constitution of Hundreds Health – Salford Clinical Commissioning Board is not based on the model constitution issued by the National Commissioning Board the is not itself incorrect but it does result in a different tone and content from the other Greater Manchester CCG draft constitutions that have been submitted.</p> <p>Hundreds Health – Salford feel the current constitution demonstrates a fit for purpose document reflective of the current operating arrangements and governance structures.</p> <p>This could pose a risk that, when undertaking the authorisation process, the NHS Commissioning Board may find it more difficult to assure themselves that all the required content is included in the document.</p> <p>To mitigate this risk , Salford CCG are to `signpost` reviewers to the key elements through use of a front sheet attached to their draft constitution.</p> <p><b>The Group noted the report.</b></p> <p><b>10.2 CCG Internal Audit Plan</b> Mrs Walters presented the plan to date. It was decided that the CCG would agree the plan early and for Mrs Walters to present at the February 2013 meeting.</p>	
11	<p><b>Counter Fraud – Progress Report</b> Mr Causer presented the report which covers CCG activity only which include meetings with Mr Lowe to discuss the plan, including the continuation of work priorities and coverage of counter fraud for the remainder of the financial year.</p> <p><b>The Group noted the report.</b></p>	
12	<p><b>IG Toolkit Submission</b> Mrs Dobrowolska presented the Information Governance Steering Group (IGSG) report for 2011/12 noting the drop in performance against the IG</p>	

	<p>Toolkit in 2011/12 compared to the previous year, NHS Salford's performance remained higher than the GM average but further work is needed to bring this back up. Mrs Dobrowolska highlighted further work to ensure training compliance which has improved the position. The group recognised the difficulty of maintaining a high score against the IG Toolkit during transition. Capacity issues within the informatics team have been addressed however there remains some lack of clarity regarding how locality and GM work together on this agenda and how the CSU will take this work forward in coming weeks/months. When asked by Edward, Mrs Walters provided reassurance to the Audit Group that they had not identified any significant risks to the organisation in the area of IG, she noted that there was a recognition nationally that the IG Toolkit was challenging and highlighted that a score of 60% was not out of sync with many provider organisations.</p> <p><b>The Group noted the report.</b></p>	
<b>13</b>	<p><b>Review of Progress Audit Recommendations</b> Ms Bowden presented the updated report which showed that the majority of the recommendations had been acted upon or were in progress.</p> <p><b>The Group noted the report.</b></p>	
<b>14</b>	<p><b>Losses and Special Payments</b> Ms Bowden presented the report and informed the group that the "Provision for Bad Debts – Write Offs" two were related to Southern Cross – with the CCG changing the Finance Ledger system to SBS we were informed that any historic bad debts which were transferred to SBS then we would incur a large cost for each debt so we took the decision to write these off.</p> <p><b>The Group noted the report.</b></p>	
<b>15</b>	<p><b>Reflection</b></p> <p>There were no comments.</p>	
<b>16</b>	<p><b>AOB</b></p> <p>There was no other business.</p>	

### Date and Time of Next Meeting

**22 November 2012, 9:30am to 12:30pm Simpson Suite St James House**