

## Minutes of Audit & Quality Assurance Committee

Tuesday, 5 March 2019

Commencing at 9.00am until 12.00 noon

Larch Room, Oak House, Bramley S66 1YY

### QUORUM

**Audit & Quality Assurance Committee Quorum is at least two Lay Members and one Clinician**

**Present:**

Mr J Barber, Lay Member Governance (Chair)  
 Dr J Page, GP Lead, RCCG  
 Mrs D Twell, Lay Member, Patient and Public Engagement, RCCG  
 Dr R Carlisle, Lay Member, Primary Care, RCCG

**In Attendance:**

Mr M Jones, Head of Financial Services, RCCG  
 Ms R Nutbrown, Assistant Chief Officer, RCCG  
 Mrs S Cassin, Chief Nurse, RCCG  
 Mrs K Meats, 360 Assurance Internal Audit  
 Mr R Khangura, Director, KPMG  
 Mrs W Allott, Chief Finance Officer, RCCG  
 Mrs J Newton, Head of NHS Continuing Care RCCG (for item 19/51)  
 Mrs K Hodgson, Staff Side Rep (for Governance and Policy sections of agenda)  
 Mrs C Croft, Counter Fraud Specialist, 360 Assurance (for items 19/58 and 19/59)  
 Mrs H Wyatt, Patient and Public Engagement Manager, RCCG (for items 19/62 and 19/63)  
 Mrs J Watson, PA to Chief Nurse (Taking Notes)

**Apologies:**

Mr I Atkinson, Deputy Chief Officer, RCCG

		Action
<b>SESSION A : INTRODUCTION</b>		
<b>19/42</b>	<b>Declaration of Pecuniary or Non-Pecuniary Interests &amp; Quoracy</b>	
	<p>The standard declaration for GPs as providers was acknowledged overall.</p> <p>No other declarations of interest were made.</p> <p>Mr Barber confirmed that as all three Lay Members and Clinicians were present, that the meeting was quorate.</p>	

19/43	<b>Minutes of 8 January 2019 meeting</b>	
	The full minutes of the group's meeting held on 8 January 2019 were agreed as a correct record of proceedings.	
19/44	<b>Matters Arising from the meeting held 8 January 2018</b>	
	All included in the Action Log.	
19/45	<b>Actions Log</b>	
	<p>18/125 Counter Fraud Survey Report</p> <p>Counter fraud awareness week had taken place and it was agreed to leave the item on the Action Log.</p> <p>18/130 Governance</p> <p>Next year's financial plan would be discussed at Governing Body and would look at how we manage financial risks with a focus on VFM. Dr Carlisle suggested deep dive should involve quality and that needed to be kept on the agenda as it had been done in the past. Also needed to capture on the action log the process to agree deep dives and the subject of deep dives. As Mr Atkinson was not present at the meeting, Mrs Watson would follow up the action.</p> <p>19/05 External Audit Plan 2018/19</p> <p>RK updated the committee on the technical guidance and touched on the recent interim Audit .</p> <p>19/25 Policy on the Development and Management of Procedural Documents.</p> <p>The item went to Governing Body last month and could be removed from the Action Log.</p> <p>19/27 Operational Executive Terms of Reference and Strategic Clinical Executive Terms of Reference</p> <p>The items went to Governing Board last month and could be removed from the Action Log.</p>	
<b>SESSION B : EXTERNAL AUDIT, FINANCE AND COUNTER FRAUD</b>		
19/46	<b>External Audit Sector Update</b>	
	<p>Mr Khangura presented the item and reported there were no accounting or technical changes with the usual agreement of balances and Brexit information was included. In terms of the annual accounting more work had been carried out at this point compared to last year, with progress going as planned. Mr Barber pointed out that the report did refer to the new handbook and asked if we could have copies. Mr Jones would follow up.</p> <p><b>AQUA received and noted the report.</b></p>	<b>MJ</b>
19/47	<b>Financial Matters Update</b>	
	<p>Mr Jones presented the financial matters update report covering the period up to the end of January 2019.</p> <p>The CCG remained on track to meet all of its financial obligations; the majority of the financial risks previously reported to AQuA at point 14 were now reflected in the finance report. However, the risk around prescribing and Brexit still remained under this section due to the current uncertainty</p> <p>The debtors outstanding for the period remained low, with the age of debts looking ok.</p> <p>The finance department were still trying to get NHS Property Services to engage with them to hopefully resolve the issue around the long standing invoices that have still not been paid from last financial year.</p> <p>Mr Barber raised a question on the variance on prescribing and asked whether we had put the baseline budget up too high or was it that we had made more savings than planned? Mrs Allott</p>	

	<p>reported that the CCG always applied a growth assumption, the evidence for having to do that was inherited with her job, but not all CCGs do this. Over the five year period it was not always needed, but that in the past 18 months we have had relatively stable prices, but the spike in drugs out of supply in November/December last year, had occurred again this year, it remained uncertain whether it was related to Brexit or with supply. Growth of 7.5% was probably the wrong amount for last year, but that for the coming year we were looking at a lower amount of 7.2%. Dr Page felt that in regard to Brexit, it would only take one or two drugs to become unavailable and it would have a great impact.</p> <p><b>AQUA received and noted the report.</b></p>	
<b>19/48</b>	<b>2018/19 Finance Accounts Preparation</b>	
	<p>Mr Jones presented the finance accounts preparation report.</p> <p>Mr Jones informed AQUA that this was an annual paper to provide members with assurance that the finance department were well organised and prepared for year end.</p> <p>Mr Jones highlighted a number of key points out of the report:</p> <ul style="list-style-type: none"> <li>• Month 9 process with NHSE is improving year-on-year with a better quality of template to complete.</li> <li>• Agreement of balances, was completed at month 9, there was nothing material on balances with other NHS organisations</li> <li>• Interim audit took place in the middle of February positive feedback was received from the auditors following the outcome of their testing</li> <li>• Focus now was to manage the cash position to the end of March</li> </ul> <p>. Dr Carlisle asked if staff had to work weekends and extra hours to complete the accounts. Mrs Allott felt that they had a really robust plan and she didn't expect staff to work weekends but some staff were willing to work should they need to, to ensure completion. Mr Jones confirmed that they would have the accounts submitted on the Thursday 18 April 2019.</p> <p><b>AQUA received and noted the report.</b></p>	
<b>SESSION C : QUALITY (10:00am – 10:20am)</b>		
<b>19/49</b>	<b>Child Criminal Exploitation County Lines</b>	
	<p>Mrs Cassin led the report on child criminal exploitation county lines.</p> <p>Mrs Cassin intended to keep members informed on the County Lines work, which had been seen in the media, and also keep members informed of the multi-agency response. A lot of the work was on prevention and she had attended an event in London yesterday; one of the main things was the prevention work was identifying those at high risk, as they were generally already experiencing some form of abuse. Dr Carlisle wondered where in the system work was being undertaken regarding knife crime. Mrs Cassin was unsure on knife crime and would have to obtain further information. Safeguarding Board had been looking at whether knife crime was a safeguarding issue.</p> <p><b>AQUA received and noted the report.</b></p>	<b>SC</b>
<b>19/50</b>	<b>Safeguarding Children Statutory Reforms</b>	
	<p>Mrs Cassin led the report on safeguarding children statutory reforms.</p> <p>Changes that needed to come into effect. Organised ourselves into a governance arrangement so safeguarding responsibility would be shared across the three organisations. When looking across the country, everyone seemed to be doing things in a different way. We needed to look at how the funding would be split three ways between CCGs, Local Authority and police.</p> <p><b>AQUA received and noted the report.</b></p>	
<b>19/51</b>	<b>Continuing Health Care – Quarter One and Two Reports</b>	
	Mrs Cassin presented the continuing health care reports and Mrs Newton was in attendance.	

	<p>CCGs must ensure that less than 15% of all full NHS CHC assessments took place in an acute hospital setting. Of our assessments, less than 10% were in a hospital setting and less than 2% were in an acute setting. We were now in a very good position where 0% were made in an acute setting.</p> <p>Referrals should be completed within 28 days from receipt. At the end of Q4 2017/18 we identified over 84% of referrals within 28 days but it did identify 12 cases that had been in process for over 12 weeks. At end of Q1 2018/19 80% of referrals were identified within 28 days and Q2 identified 73%</p> <p>Eligibility wise we perform well, Q1 and Q2 data identified our CCG in a favourable position of 35.52 individuals eligible per 50,000 population in comparison to 39 nationally and 49 regionally.</p> <p>Fast tracks (end of life) – when a professional makes a referral we accept them, our achievement figure is 100%.</p> <p>Local activity over last 3 quarters CHC has not changed significantly but there had been changes in the categories where we had seen an increase in the number learning disability cases and a decrease in physical disabilities. In joint packages of care there was no prescription; in Rotherham we fund 50%, we had remained stable but had seen a shift in the categories.</p> <p>Funded nursing care had seen a decrease in the number of people eligible due to nursing home closures which had impacted on the numbers of people in nursing home care. Fast tracks had seen an increase and also an increase nationally from 100 to 120 per week.</p> <p>Mr Barber asked regarding finances; Mrs Newton added that work was being undertaken with the finance department and also with the Local Authority as there was the potential to see eligibility going up and we need to establish how we would manage that. There were complex cases that needed support from district nurses and also care agencies so we needed to work better together. Currently we have to buy training in for all our care providers.</p> <p>Mrs Twell though the report was very good and well put together.</p> <p><b>AQUA received and noted the report.</b></p>	
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**COMFORT BREAK (10:20AM – 10:35AM)**

**SESSION D: INTERNAL AUDIT AND GOVERNANCE 10:35AM – 11:35AM**

<b>19/52</b>	<b>Internal Audit Progress Repot</b>	
	<p>Mrs Meats presented the internal audit progress report and informed members that in terms of key messages, four final reports had been completed and were included on the agenda. All reports were positive.</p> <p>Mrs Hodgson raised a query around GDPR – staff working from home, if they were downloading documents on their own personal PCs there would be conflict. Mrs Cassin informed that all staff had laptops.</p> <p><b>AQUA received and noted the reports.</b></p>	
<b>19/53</b>	<b>Integrity of the General Ledger and Key Financial Systems</b>	
	This item was covered under 19/54 above.	
<b>19/54</b>	<b>Delegated Primary Medical Care Functions</b>	
	This item was covered in 19/54 above but Ms Nutbrown had a query regarding the financial level of 'substantial'. Mrs Meats confirmed that NHSE had set what the levels should be and substantial was equal to our significant.	
<b>19/55</b>	<b>General Data Protection Regulations</b>	
	This item was covered in 19/54 above	

19/56	<b>Draft Head of Audit Opinion 2018-19</b>	
	<p>Mrs Meats presented the report on the Draft Head of Audit Opinion.</p> <p>The report had to be submitted by 15 March 2019, there were three stages of work programmes; stages one and two had already been reported. Mrs Meats informed the committee that we were reporting a significant assurance overall.</p> <p>The next stage would be to produce the Final Head of Audit Opinion and that would be submitted to the May AQUA meeting.</p> <p>Mr Barber said it felt like the final report would give significant assurance. The final version would go to the Extraordinary AQUA meeting in May.</p> <p><b>AQUA received and noted the report.</b></p>	
19/57	<b>Draft Internal Audit and Counter Fraud Plan 2019/20</b>	
	<p>Mrs Meats presented the draft internal audit and counter fraud plan and confirmed that the draft report came to the January meeting of AQUA and had also been to Operational Executive.</p> <p>An update was given on the report:</p> <ul style="list-style-type: none"> <li>• Appendix A1 Item 7 Financial Resilience – currently we will keep fluid pending emergency risks.</li> <li>• Appendix A1 Item 10 Rotherham Health Record – was deferred from the 2018/19 plan</li> <li>• Appendix A2 core audits due for review in 2019/20 but not included in the plan and the rationale behind that.</li> <li>• Appendix B was the three year strategic audit plan 2018-21</li> <li>• Appendix C high level audit universe which gave an idea of coverage of work in three year plan.</li> </ul> <p>Mr Barber asked what Broadcare was. Mrs Cassin confirmed it was the system for CHC payments. Under governance section discussed patient and public involvement would want to get some time set aside for that and recognise it in the three year plan. Mrs Meats would add that in.</p> <p>Ms Nutbrown asked why the risk matrix was not ours in the document, Mrs Meats confirmed it was because the counter fraud compared with other organisations was not included. Following discussion it was agreed to discuss outside the meeting.</p> <p>Mrs Meats added that the enclosure under item 16 was a supporting document.</p> <p><b>AQUA received and approve the plan.</b></p>	<p>KM</p> <p>RN/KM</p>
19/58	<b>Counter Fraud, Bribery and Corruption Progress Report</b>	
	<p>Mrs Croft present on the counter fraud, bribery and corruption progress report. Work on conflicts of interests and identify any undeclared items of interest would be reported back to the next meeting. An investigation was underway in relation to a pharmacy dispensing items not requested by the patient, this was taking place in conjunction with medicines management.</p> <p>The overpayment previously reported on had been recovered and the CCG had invoiced Doncaster for the money, £104k majority was for Doncaster.</p> <p><b>AQUA received and noted the report.</b></p>	
19/59	<b>360 Assurance Charter</b>	
	<b>AQUA received and noted the report.</b>	

<b>Governance</b>		
<b>19/60</b>	<b>Patient and Community Engagement Indicator 2018/19 CCG Improvement and Assessment Framework</b>	
	<p>Mrs Wyatt presented the patient and community engagement indicator report.</p> <p>The timescale for the report was very tight and it would be going to Governing Body tomorrow where it had to be signed off and submitted on Friday. Mrs Wyatt reported that it had been a challenging process; the evidence had to be information that was available on our website. From last year's framework, out of the five categories, two were identified as outstanding and three good. Mrs Cassin added that changes had been made to the website where gaps had been identified.</p> <p><b>AQUA received and noted the plan.</b></p>	
<b>19/61</b>	<b>Communications and Engagement Strategy 2018-2020</b>	
	<p>Mrs Wyatt presented the communications and engagement strategy and informed members that the strategy was for approval. This was a refreshed document which had not been changed vastly.</p> <p>Dr Carlisle thought it was a good document but felt that it required two other changes; the requirement produced management costs, proportionality was relevant and felt a section under 2.2 needed to be added. The other change in structure was the change towards working more in partnership with providers and something should be said on how we work with partners on engagement. Mrs Wyatt reported there was difficulty as it was a fast flowing stream and we were aware that there would be more changes in relation to the long term plan. Mrs Twell asked Dr Carlisle if he would like the changes in the document before submission, he felt they should be. Mrs Wyatt agreed to make the additions to the document as recommended, and AQUA agreed to recommend the Strategy to Governing Body.</p> <p>Mr Barber asked if the document would be presented to any further meetings. Ms Nutbrown informed him that Operational Executive had recommended that the report go to the Communications and Engagement Committee, AQUA and Governing Body.</p> <p><b>AQUA received and noted the report</b></p>	<b>HW JB</b>
<b>19/62</b>	<p><b>Risk Management System:</b></p> <p><b>Risk Management Assurance Framework</b></p> <p><b>Risk Management Issues Log</b></p> <p><b>Risk Register</b></p>	
	<p>Ms Nutbrown presented the risk management system report.</p> <p>Changes had been made to the risk register which Ms Nutbrown tabled due to IT difficulties. The risk scores were shown in the document and now also the risk appetite so you can automatically see the risks that stood out. The assurance and actions column would be split into two. Mr Barber asked regarding the risk appetite levels and why they were set high. Ms Nutbrown responded that they were set high to enable risks to be taken in processes, eg under RR5 the risk appetite as set at 16 to enable Mrs Allott to take risks, if it was set lower she wouldn't be able to. Mrs Twell asked if a timeframe would be added in, Ms Nutbrown confirmed that actions needed to be tracked not necessarily as a timeframe.</p> <p>The Issues Log which was a log of all the items that were current and were kept separately, were discussed weekly at Operational Executive with new items being added.</p> <p><b>AQUA received and noted the report.</b></p>	

<b>19/63</b>	<b>Internal Governance Review</b>	
	<p>Ms Nutbrown presented the review and reported that the CCG was in a very good place as there were only a few policies that were out of date and under review. The Complaints Policy was under review and Ms Nutbrown was discussing with Sue Hart who wanted to add in the issue of communications that didn't exactly fall under complaints. Mrs Hodgson requested Staff Side representation involvement in changes to policies as they could have an impact on staff.</p> <p><b>AQUA received and noted the report.</b></p>	
<b>19/64</b>	<b>Lone Working Risk Assessment</b>	
	<p>Ms Nutbrown presented the report and reported this was an annual review. The report was brought to the meeting for approval.</p> <p><b>AQUA received and approved the plan.</b></p>	
<b>19/65</b>	<b>Corporate Assurance Report</b>	
	<p>Mrs Nutbrown presented the report which covered the quarter three period to the end of December 2018 and included a lot of work around the EU exit. Mr Barber asked regarding FOI requests. Ms Nutbrown reported that there had been an increase in requests and the amount of information that was being asked for.</p> <p><b>AQUA received and noted the report.</b></p>	
<b>19/66</b>	<b>Governance Meeting Structure</b>	
	<p>Ms Nutbrown presented the report and highlighted the main changes were to the Primary Care Committee and the word 'sub' had been removed from meeting titles.</p> <p><b>AQUA received and noted the report.</b></p>	
<b>Policy</b>		
<b>19/67</b>	<b>Contract of Employment Revision</b>	
	<p>Ms Nutbrown presented the report and informed the committee that the Remuneration Committee had reviewed and agreed the revision and it was on the Governing Body agenda for tomorrow.</p> <p><b>AQUA received and approved the contract revision</b></p>	
<b>19/68</b>	<b>Draft Annual Report</b>	
	<p>Ms Nutbrown presented the report and informed members this was for assurance as the document was being worked on and a lot of work was still being undertaken. There had been some changes and Mrs Cassin added that style guide had been incorporated to ensure all fonts and sizes were the same throughout the document.</p> <p><b>AQUA received and noted the report.</b></p>	
<b>19/69</b>	<b>First Aid</b>	
	<p>Ms Nutbrown presented the report, confirming the procedural document had been signed off by Operational Executive, and was with AQUA for assurance and to put the risk assessment in context. Mrs Nutbrown requested agreement for the risk assessment which was an annual review.</p> <p><b>AQUA received and approved the report.</b></p>	

<b>SESSION E: FOR INFORMATION</b>		
<b>19/70</b>	<b>Information Governance Minutes</b>	
	Ms Nutbrown informed members that NHSmail were introducing changes to spoof emails. People have had their emails going straight into their 'Junk' folders so staff needed to check regularly. Received and noted for information.	
<b>19/71</b>	<b>Equality and Diversity Meeting Minutes</b>	
	Received and noted for information.	
<b>SESSION F: ADMINISTRATION</b>		
<b>19/72</b>	<b>Other Business</b>	
	.Nothing to report.	
<b>19/73</b>	<b>Issues for Escalation to Governing Body</b>	
	Papers supported that would be going to GB tomorrow.	
<b>19/74</b>	<b>Forward Planner (for information)</b>	
	Need to keep focus on deep dives	
<b>19/75</b>	<b>Next Meeting (for information)</b> 7 May 2019 21 May 2019 – Extraordinary AQUA Meeting	
<b>19/76</b>	<b>Future Meetings (for information):</b> 2 July 2019	