

Minutes of Audit & Quality Assurance Committee

Tuesday, 4th May 2021

Commencing at 9.00am

Via Zoom

QUORUM

Audit & Quality Assurance Committee Quorum is at least 2 Lay Members and 1 Clinician

Present:

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

In Attendance:

Mr I Atkinson, Executive Place Director, RCCG
Mrs S Cassin, Chief Nurse, RCCG
Mrs R Nutbrown, Assistant Chief Officer, RCCG
Mrs K Meats, Client Manager, 360 Assurance Internal Audit
Mr R Khangura, Director, KPMG
Mr M Jones, Head of Financial Services, RCCG

Apologies:

Mrs W Allott, Chief Finance Officer, RCCG

		Action
SESSION A : INTRODUCTION		
21/77	Declaration of Pecuniary or Non-Pecuniary Interests & Quoracy	
	The standard declarations for GPs (Dr J Page), as providers were acknowledged overall. Mr Barber confirmed that as two Lay Members and a clinician were present, the meeting was quorate.	
21/78	Matters Arising from the Previous Meeting and Matters Arising	
	The minutes of the meeting held on 13 th April 2021 were approved as a correct record.	
21/79	Actions Log	
	21/39 – Removed from the action log. 21/48 – Remove from the action log. 21/61 – Removed from the action log following discussion at today’s meeting.	

		Action
SESSION B : EXTERNAL AUDIT, FINANCE AND COUNTER FRAUD		
21/80	External Audit Progress	
	<p>Mr Khangura gave a verbal update at the meeting. The CCG's Annual Accounts and Report had been received and the review is underway. Resources are in place to progress the audit and reporting no concerns initially.</p> <p>Members noted the update.</p>	
21/81	Financial Matters Update	
	<p>Mr Jones introduced the item.</p> <p>Mr Jones highlighted that this was the final report for 2021. Mr Jones reported that the CCG had achieved its planned surplus of £1.078m, but that this was subject to the work audit were now undertaking.</p> <p>Mr Jones briefed AQuA on the standing financial items:</p> <ul style="list-style-type: none"> • There were two tender waivers to report. A paper covered these waivers on the agenda. • No issues to report with the age of the debtors or creditors as at month 12 • The Gifts and Hospitality register was there for information, but no new declarations had been made. <p>Members noted the finance report.</p>	
21/82	Tender Waiver Report	
	<p>Mr Jones introduced the item.</p> <p>There were two tender waiver reports to consider this period. The two tender waivers related to:</p> <ul style="list-style-type: none"> • Healios – Autism Spectrum Disorder (ASD) Assessments. • Clinical Partnership (Collective) – Teledermatology. <p>Mr Barber asked if AQuA Committee would see more tender waivers as the CCG transitions into ICS?</p> <p>Mr Atkinson informed members that a paper was presented to AQuA at its last meeting which identified the contracts that will end in year. Mr Atkinson reported that there will not be a significant number of tender waivers.</p> <p>Members were happy to note the reports.</p>	
21/83	Draft Annual Account 2020-21	
	<p>Mr Jones presented the report and informed members that the CCG had recently submitted on time the draft set of Annual Accounts for 2020-21 to our external auditors and to NHS England and Improvement.</p> <p>Mr Jones went on to say that KPMG will commence their audit of these Accounts on the 4 May 2021 and it is expected that this audit will take two to three weeks to complete.</p> <p>Mr Jones said that to assist members of the AQuA in their review and recommendation of the Annual accounts to Governing Body in June it was felt by officers that members of AQuA would benefit from early sight of the accounts to enable a thorough review.</p> <p>Mr Jones reported that no issues had been identified in the delivery of the draft Annual Accounts.</p>	

		Action
	<p>Mr Jones brought to the attention of AQuA where the 'business rules' that had been reported all year into AQuA and Governing Body were within the Annual Accounts:</p> <ul style="list-style-type: none"> • Note 6.1 (page 13) The Better Payment Practice Code - requires the CCG to pay all valid invoices by the due date or within 30 days of receipt of a valid invoice, whichever is the later. The target has been set at 95%. The CCG has achieved over 99% in all areas. • Note 10. (Page 16) Cash and cash equivalents. The cash target of 1.25% of the February draw down figure had been achieved. Closing balance of cash at bank was £19k. • Note 21 (Page 21) Financial Performance - (2231 3) – The target figure less the performance figure (£482,400 less £481,322) reflects the surplus reported of £1.078m. • Note 21 (Page 21) Financial Performance (Running Costs) The CCG had contained its running cost's within the target (£5,104k less £4,533k), underspend of £571k <p>The four business rules which have been reported into AQuA and Governing Body all year have been achieved but were subject to audit.</p> <p>Mr Jones then went through the Annual Accounts in detail and provided the following information:</p> <ul style="list-style-type: none"> • The CCG spend this year was £481.3m. This year had seen a significant increase compared to 19/20. A movement of £46m. The main reason is COVID-19, with £34m down to the new finance regime and the payment to providers by block payments. With a further £9.3m spent on the Hospital Discharge Programme. • Note 4 (Page 14) Employee Benefits – Slight increase in permanent employees due to incremental drift and the full year effect of a couple of new posts. However, main movement was within the 'Other' category, this was down to the impact of COVID and the number of specialist projects and contractors in 20/21. • Note 5, (Page 16) - Operating expenses – summary of where the CCG spent monies. Services from FTs, spent more this year than last. £34m was paid to provider's that was mandated due to the new financial regime. Purchase of Non NHS Healthcare had increased by £10m in year, of £9.3m related to the Hospital Discharge Programme. • Note 7 – Leases - This reflected the cost of rent for Oak House. • Note 9 – Trade Receivable's - Overall total this year moved by £1.5m. The main reason for this was the due to the new financial regime, where the CCG were required to settle the outstanding amounts for the Maternity Pathway and Partially completed Spells balances. • Note 11 – Trade payables – Had seen an overall reduction of £3.7m. This was generally down to the reduction in NHS payables due to the new financial regime. <p style="padding-left: 40px;">Non NHS and Other WGA accruals (£18.5m) included the following balances: PPA creditor £7.4m, Primary Care £2.7m, CHC providers £2.1m.</p> <p>Mr Jones informed members that a further report will be presented to AQuA with the final set of audited Annual Accounts on the 8 June 2021, providing information on the process, findings from the audit and members requirements for recommending the accounts to Governing Body.</p> <p>Mrs Cassin asked for clarity on two elements of CHC funding. Mr Jones clarified that the two elements are part of CHC funding increase.</p> <p>Mr Barber asked in Note 11 trade other payments came down by £3.6m, how was this achieved?</p> <p>Mr Jones informed members that there had been a significant drop in terms of NHS creditors, due to NHS organisations receiving payment via block.</p> <p>Members noted the delivery of the Annual Accounts to external audit and NHS England</p>	

		Action
	and Improvement within the deadlines set. Members also reviewed the draft Annual Accounts for 2020-21 and were happy with the report.	
SESSION C: INTERNAL AUDIT AND GOVERNANCE		
Governance		
21/84	Internal Audit Progress Report	
	<p>Mrs Meats presented the report and informed members that this report identifies progress made in relation to completion of work from the 2020/21 Internal Audit Plan.</p> <p>Mrs Meats informed members there have been three reports issued since the last meeting.</p> <ul style="list-style-type: none"> • HR Shared Service Review – Significant Assurance. • Data Security and Protection Toolkit – Substantial Assurance. • Delegated Primary Medical Care Services – Substantial Assurance. <p>Mrs Meats also said that the Draft Head of Internal Audit Opinion was provided to the CCG for submission to NHSE&I by 27th April 2021. The final opinion will come to AQuA in June 2021.</p> <p>Mrs Meats concluded by saying that 95% of recommendations have been implemented in accordance with agreed timescales.</p> <p>Members noted the report.</p>	
21/85	Rotherham SEND Report	
	<p>Mr Atkinson presented the report and informed members that the Rotherham SEND Strategy and SEND Joint Commissioning Strategy provide a strategic direction that will enable the system to work together to effectively support children and young people with SEND and reduce health inequalities.</p> <p>Mr Atkinson went on to give an overview of the priorities and progress made to date.</p> <p>Dr Page is the clinical lead for this area. Dr Page said that there had been a change in partnership working over the past 5 years and we have a joint post in the organisation which supports this area of work.</p> <p>Mrs Twell said that she took assurance from the cohesiveness and comprehensiveness of the strategy. Mrs Twell also said that the document had acronyms within it and would benefit from a glossary of acronyms at the end of the strategy.</p> <p>Members endorsed the Rotherham SEND Strategy and SEND Joint Commissioning Strategy.</p> <p>Members also noted the progress made in relation to the SEND Health Focus Group Action Plan</p>	

21/86	GBAF, Risk Register and Issues Log	
	<p>Mrs Nutbrown presented the report and informed members that following on from the AQuA development session and further discussion at OE the Governing Body Assurance Framework (GBAF) was here for review.</p> <p>Mrs Nutbrown introduced the GBAF by objective and asked members to review and provide feedback.</p> <ul style="list-style-type: none"> • GBAF 0.1 – no comments were made. • GBAF 0.2 – Mr Barber asked what should members expect to see going forward on “The CCG is delivering its strategic objectives”? Mr Atkinson informed members that the NHS is trying to get back to normal working arrangements. There will be another 6/9 months of clear expectation to recover operationally. Some parts of the organisation feel like they are getting back to business as usual. Changes are happening at such a pace but the GBAF is reviewed frequently. • Objective 1 – Mr Barber said that Cancer is not specifically mentioned in this objective. Mrs Nutbrown said she would take that back to OE for further discussion on the narrative. Mrs Nutbrown also said that Cancer is also on the Issue Log and Mr Atkinson is the lead officer. • Objective 2 – Mrs Twell asked how do we share the GBAF with partners? Mr Atkinson said we do not share the GBAF, but we go over organisational priorities and emerging risks at place level. • Objective 3 – Mr Barber said that it would be useful to see how all plans link together and AQuA and Governing Body understand the South Yorkshire position as well as our own. Mr Jones agreed to pick this up. • Objective 4 – no questions or comments. • Objective 5 – no questions or comments. <p>Mrs Nutbrown introduced the Risk Register and asked members to review and provide feedback.</p> <ul style="list-style-type: none"> • There were no specific questions or comments on risk register. • Mr Barber asked how we know the Risk Register is being regularly reviewed. Mrs Nutbrown informed members that when the Risk Management Framework was brought to AQuA it had a review timeline attached. Also, there is a column on the risk register which give the date of review each time it is reviewed. <p>Mrs Nutbrown introduced the Issue Log and asked members to review and provide feedback.</p> <ul style="list-style-type: none"> • Dr Page said that it may be useful to list in priority rating rather than date entered on the register. Mrs Nutbrown agreed to take back to OE for further discussion. <p>Mrs Meats said that it would be useful to add to the front cover of the GBAF, RR, IL reviews the risk appetite and appropriate actions in place to cover these. Mrs Nutbrown agreed to take forward.</p> <p>The key issues discussed at AQuA would be fed back to the Governing Body at its meeting on 5 May 2021.</p>	<p style="text-align: right;">MJ</p> <p style="text-align: right;">RN</p> <p style="text-align: right;">RN</p>
21/87	Annual Report	
	<p>Mrs Nutbrown presented the report and updated members on the progress of the NHS Rotherham CCG Annual Report and timescales for final sign off. Mrs Nutbrown informed members that the report is now with KPMG for review. The final version will be presented to AQuA in June 2021.</p> <p>Members reviewed the draft annual report.</p>	
21/88	360 Assurance Primary Medical Care Services (PMCS) Contract Oversight and Management Functions Audit	

	<p>Mr Atkinson presented the report and said the objective of the audit was to determine whether a robust, efficient and effective control environment is in place in relation to contract oversight and management functions for Primary Medical Services as detailed within the Delegation Agreement between the CCG and NHSE&I.</p> <p>The audit opinion was substantial assurance.</p> <p>Members noted the report and assurance provided.</p>	
21/89	Primary Care Committee Terms of Reference	
	<p>Mr Atkinson presented the paper and informed members that the Primary Care Committee terms of reference had been reviewed inline with the internal governance process.</p> <p>Members reviewed the terms of reference and were happy to support the changes.</p>	
Policy		
21/90	Workforce Race Equality Scheme	
	<p>Mrs Nutbrown presented the paper and informed members that the draft Workforce Race Equality Scheme (WRES) data was here for review and approval.</p> <p>Members were happy to approve the WRES.</p>	
21/91	Information Governance Policy and Management Framework	
	<p>Mr Atkinson presented the paper and informed members that the Information Governance Policy and Management Framework was due for review in December 2020.</p> <p>Mr Atkinson outlined the amendments to the policy.</p> <p>Members were happy to approve the amendments to the Information Governance Policy and Management Framework.</p>	
21/92	Email, Digital Collaboration and Videoconferencing Policy and Procedures	
	<p>Mr Atkinson presented the paper and informed members that the policy and procedure have been reviewed and updated in line with the internal governance process. Due to current working arrangements the policy has had a substantial review.</p> <p>Members were happy to support the changes to the policy and procedure.</p>	
SESSION E: FOR INFORMATION		
21/93	Serious Incidents Committee Minutes – 17 March 2021	
	<p>Members noted the minutes and were pleased to note the reduction in outstanding reports.</p>	

SESSION F: ADMINISTRATION

21/94	Other Business	
	No items.	
21/95	Issues for Escalation to Governing Body	
	GBAF, RR, IL feedback to GB	
21/96	Forward Planner (for information)	
	Noted.	
21/97	Next Meeting (for information) The Extraordinary AQuA Meeting will be held on 8 June 2021 The next scheduled meeting of AQuA will be held on 6 July 2021	