

TRUST BOARD – 27 October 2020

AUDIT AND ASSURANCE COMMITTEE held 2 October 2020

HIGHLIGHT REPORT

The key headlines/issues and levels of assurance are set out below, and are graded as follows:

Strength of Assurance	Colour to use in 'Strength of Assurance' column below
Low	Red - there are significant gaps in assurance and/or not properly assured as to the adequacy of action plans/controls
Medium	Amber - there is reasonable level of assurance but some issues identified to be addressed.
High	Green – there are no gaps in assurance and there are adequate action plans/controls

Report	Assurance level	Committee escalation	ORR Risk
Internal Audit Progress Report	HIGH	As of 1 October 2020, 35 actions were followed up and had been implemented and therefore the implementation rate was at 100%. All high risk estates actions have now been closed or superseded. The Violence and Aggression scope will be re-evaluated later in the year (Q4) and re-presented to the Executive Team.	All
2020/21 Head of Internal Audit Opinion	HIGH	Stage one fieldwork is progressing well; the output will be reported back at the December Audit and Assurance Committee meeting. It was confirmed that the revised audit plan (with the 75% reduction) had been approved by SEB.	All
External Audit Progress Report	HIGH	A new Value For Money code of audit practice has been published which would need to be applied from 2020-21. The potential for more External Audit work and additional cost (c£10k) was highlighted. It was proposed that the External audit plan would come back to the Audit Committee in March 2021. The Quarter 1 benchmarking report was for noting outcomes. Following a discussion about the value in the benchmarking report it was agreed that a further piece of work would be undertaken to review how the Trust uses benchmarking data in a systematic way, with potential discussion at a future board development session.	All
Counter Fraud Progress Report	HIGH	It was confirmed the Fraud Risk Group had met and discussed a number of risks, particularly those around	All

Report	Assurance level	Committee escalation	ORR Risk
		Covid.	
Fraud Risks & Referrals Benchmarking Paper	HIGH	Provided assurance that Trust was not an outlier.	All
Recovery Coordination Group Sign Off Arrangements	HIGH	The report was discussed and the Committee were assured over the arrangements that were in place.	40
Update on Covid Governance Arrangements	HIGH	The committee noted the reversion of the temporary Covid governance arrangements.	40
Chairs of QAC/FPC Updates on Key Issues	HIGH	The FPC Chair confirmed that ORR was increasingly an effective tool and that assurance reviews of FPC level 2 committees would be undertaken during Quarters 3 & 4. The Chair of QAC had given her apologies for this meeting.	
Risk Management Update	HIGH	The ORR had gained some maturity and business rhythm/flow and now includes a trend analysis which is a useful source of information to challenge. This month it was being rolled out to Level 2 committees with each Level 2 committee receiving a pack for oversight before going to level 1 committees and importantly how then to provide assurance to the Level 1 committees. There are 31 risks on the ORR. There is a new draft risk, around the availability of the flu and Covid vaccine, to be taken to QAC in November.	All
Legal & Regulatory Issues	MEDIUM	KD highlighted that the CQC had issued their draft strategy with a renewed focus on safety, access, leadership and hearing from people who use our services. The Coroner was starting to list inquests again although this caused some worries for LPT as the Coroner uses Zoom and the trust needed to know it could have confidential access to speak with its solicitor as well as being able to adequately support witnesses through this platform.	All
Financial Waivers	HIGH	Discussion held over the interrelationship between the sign off of financial waivers and the ICC. The Committee was assured by the process and that all the waivers were appropriate.	
Annual Code of Business Conduct Assurance Report	HIGH	The committee was assured by the report. Some minor changes to process and policy were suggested, ahead of a full review of the policy scheduled for June 2021.	
Third Party	MEDIUM	The Committee agreed that these were a useful addition to meeting but suggested that some more work was required	All

Report	Assurance level	Committee escalation	ORR Risk
Assurance Reports		to make them more consumable and usable by the Committee.	
Cyber Security Review	HIGH	DC advised this review showed we were in the top 10% for externally available metrics. The committee was assured by the review but agreed that a further deep dive would be useful in the future to consider wider aspects of cyber security.	22
Deep Dive – Virtual Interpretation Service	MEDIUM	<p>Background to this paper discussed; a request came to a recent Trust Board to approve a contract. The paper received by Trust Board did not give the assurances it needed in order to sign off a contract of that value and therefore the issue was delegated back to the executive board.</p> <p>The AAC was looking for assurance that this type of incident would be prevented from occurring in the future and it wasn't clear that the list of recommendations and actions gave that assurance.</p> <p>It was agreed that further work would be undertaken to look at the governance of this..</p>	3

Chair	Darren Hickman
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