


Item Number: 8											
Name of Presenter: Keith Ramsay/Michael Ash-McMahon											
Meeting of the Governing Body 5 February 2015											
Updated Audit Committee Terms of Reference and Work Plan											
Purpose of Report For Approval											
1. Rationale The Terms of Reference and Work Plan for the Audit Committee have been reviewed and updated. This is to ensure they remain accurate and relevant following the development of the Audit Committee and the recent guidance published within the NHS Audit Committee Handbook.											
2. Strategic Initiative <i>This item is related organisation effectiveness and cuts across all our initiatives.</i> <table border="0" style="width: 100%;"> <tr> <td><input checked="" type="checkbox"/> Integration of care</td> <td><input checked="" type="checkbox"/> Planned care</td> </tr> <tr> <td><input checked="" type="checkbox"/> Person centred care</td> <td><input checked="" type="checkbox"/> Transforming MH and LD services</td> </tr> <tr> <td><input checked="" type="checkbox"/> Primary care reform</td> <td><input checked="" type="checkbox"/> Children and maternity</td> </tr> <tr> <td><input checked="" type="checkbox"/> Urgent care reform</td> <td><input checked="" type="checkbox"/> Cancer, palliative care and end of life care</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/> System resilience</td> </tr> </table>		<input checked="" type="checkbox"/> Integration of care	<input checked="" type="checkbox"/> Planned care	<input checked="" type="checkbox"/> Person centred care	<input checked="" type="checkbox"/> Transforming MH and LD services	<input checked="" type="checkbox"/> Primary care reform	<input checked="" type="checkbox"/> Children and maternity	<input checked="" type="checkbox"/> Urgent care reform	<input checked="" type="checkbox"/> Cancer, palliative care and end of life care		<input checked="" type="checkbox"/> System resilience
<input checked="" type="checkbox"/> Integration of care	<input checked="" type="checkbox"/> Planned care										
<input checked="" type="checkbox"/> Person centred care	<input checked="" type="checkbox"/> Transforming MH and LD services										
<input checked="" type="checkbox"/> Primary care reform	<input checked="" type="checkbox"/> Children and maternity										
<input checked="" type="checkbox"/> Urgent care reform	<input checked="" type="checkbox"/> Cancer, palliative care and end of life care										
	<input checked="" type="checkbox"/> System resilience										
3. Actions / Recommendations The Governing Body are asked to: <ol style="list-style-type: none"> 1. Review the updated Audit Committee Terms of Reference and provide comments and feedback 2. Review the updated Audit Committee Work Plan and provide comments and feedback 3. Approve the new Audit Committee Terms of Reference and Work Plan 											
4. Engagement with groups or committees The Terms of Reference and Work Plan have been discussed with the Chief Finance Officer and circulated to the Chief Operating Officer, Audit Committee Chair and Chief Nurse for comment. They were approved by the Audit Committee on 10 th December 2014.											
5. Significant issues for consideration The following changes have been made to the Terms of Reference – (please refer to Annex 1 which where changes have been highlighted using tracked changes): <ul style="list-style-type: none"> - The addition of one other lay member, as deputy chair - The quorum has increased from two to three members with one Chief Officer in attendance - Key relationships with other committees, i.e. Quality and Finance has been included - The addition of clinical governance, risk and quality - A new section on Whistleblowing <p>The following additions have been included under the following areas of Work Plan (please refer to Annex 2 and the changes highlighted in green):</p> <ul style="list-style-type: none"> - 1 new item under Financial Governance - 4 new items under Corporate Governance - A new section on Information Governance - 4 new items under External Audit - 3 new items under Counter Fraud <p>These additions have been made in accordance with the guidance and example documents provided in the NHS Audit Committee Handbook.</p>											

6. Implementation

The Chief Finance Officer and the Audit Committee, with support from the Strategy and Assurance Manager will implement the changes if approved by the Governing Body.

7. Monitoring

The Audit Committee Terms of Reference and Work Plan will continue to be reviewed annually as part of the Governance Team's work programme to improve the effectiveness of the organisation.

8. Responsible Chief Officer and Title

Michael Ash-McMahon
Chief Finance Officer

9. Report Author and Title

Helen Sikora
Strategy and Assurance Manager

10. Annexes

Annex 1 – Updated Terms of Reference
Annex 2 – Updated Work Plan