

**THE CLATTERBRIDGE CANCER CENTRE NHS FOUNDATION TRUST
AUDIT COMMITTEE CYCLE OF BUSINESS**

Activity Number	Item	Item Detail	Lead	Jan	Apr	May	Jul	Oct
Financial Matters and Related Reporting								
AC001	Final Accounts Timetable	Receive and approve programme for the production of the Annual Accounts	Associate Director of Finance	X				
AC002	Annual Report & Accounts (inc Quality)	Receive and review the draft Annual Report and Accounts in preparation for recommending to the Board of Directors	Trust Secretary/ Finance Director			X		
AC003	Annual Accounts & Related Reporting	Monitor the integrity of the Financial Statements prior to submission to Board and compliance with accounting policy and any significant adjustments. Review any announcements relating to financial performance	Trust Secretary			X		
AC004	Waivers and Breaches Report	Receive a quarterly report detailing breaches and waivers of the procurement process	Trust Secretary	X	X		X	X
AC005	Losses and Special Payments Report	Receive a quarterly report for assurance around compliance with standard process	Finance	X	X		X	X
AC006	Accounting Policies	To receive assurance that the Annual Accounts have been prepared in accordance with accounting policies and receive notification of any changes to policy	Auditors (External)			X		

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AC007	Group Accounts	To receive subsidiary / joint venture accounts: <ul style="list-style-type: none"> • CPL (PharmaC) • PropCare • Clatterbridge Clinic 	Finance Director	[To be determined]				
General Controls and Compliance								
AC008	Management of Risk	Receive assurance from the Corporate Governance & Compliance sub-committee on the compliance with the Trust Risk Management Strategy (Annual Report)	Chief Executive	X			X	
AC009	Oversight of the Trust's risk management framework (Functional Risk Management & Assurance)	Receive assurance from Corporate leads & Directorate CDs and GMs risk owners as to the completeness and embedment of managing by risk arrangements in their area of responsibility.	Chair					
		Hold the Trust to account for embedding an effective governance structure, risk function and systemic assurance arrangements at all levels in the organisation		X	X		X	X
		Receive a 12 month update Risk & Assurance Mapping and Assurance System Development						

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AC010	Annual Governance Statement	Receive the Annual Governance Statement to confirm a true and fair representation of the system of internal control, as deemed through the work of the Committee during the year.	Chief Executive/ Trust Secretary			X		
AC011	Raising Concerns Reporting	Receive assurance against compliance with a robust and appropriate process for the raising of concerns. Continue to test the effectiveness of the raising concerns processes.	Director of Nursing & Quality					X
AC012	Value for Money Plan	Receive the VfM Plan for the coming year	Finance Director	X				
AC013	Value for Money Report 'Use of Resources'	Monitor the requirement for a Trust approach & evaluation of Value for Money.	Finance Director					X
AC014	Code of Governance Compliance	Receive assurance from Corporate Governance & Compliance sub-committee against Trust compliance with the NHSI Code of Governance to support approval the statement of compliance with the Code within the Annual Report	Trust Secretary		X			

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Internal Audit/ Clinical Audit								
AC015	Internal Audit Annual Programme	Approve the Internal Audit Plan on the recommendation of the Chief Executive	Head of Internal Audit		X			
AC016	Report of Internal Audit findings	Receive a programme of final internal audit reports against the Internal Audit Plan	Head of Internal Audit	X	X		X	X
AC017	Head of Internal Audit Opinion	Receive the Head of Internal Audit Opinion	Head of Internal Audit			X		
AC018	Local Counter Fraud Reporting	Receive a programme of local counter fraud update reports	Local Counter Fraud Specialist	X			X	
AC019	Local Counter Fraud Annual Plan	Approve the Counter Fraud Programme	Local Counter Fraud Specialist		X			
AC020	Local Counter Fraud Annual Report	Receive the Counter Fraud Annual Report	Local Counter Fraud Specialist		X			
AC021	Tracking Audit Actions	Receive assurance report outlining progress against outstanding actions	Director of Nursing & Quality	X	X		X	X
AC022	Composite Follow Up Review	Receive assurance report	Head of Internal Audit		X			

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AC023	Internal Audit Effectiveness Review	Receive a report into the performance of the Internal Audit function against the contract specification	Finance Director					X
AC024	Appointment of Internal Auditors	Recommend the appointment of the Internal Auditors to the board of Directors	Chair	As required				
External Audit								
AC025	External Audit Plan	Receive the Audit Plan for the External Audit function	External Audit		X			
AC026	External Audit Effectiveness Review	Receive a report into the performance of the External Audit function against the contract specification	Finance Director	X				
AC027	Appointment of External Auditors	Recommend the appointment of the External Auditors to the Council of Governors	Chair	As required				
AC028	External Auditors Report/Update	Receive technical update reports for information around the	External Audit	X	X		X	X
AC029	Management Letters/Opinion and ISA260	Receive the management letter of representation on the Annual Financial Statements and the Quality Account and ISA260	External Audit			X		

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AC030	Quality Accounts Process	Receive outline of Quality Accounts process in line with Regulatory requirements	External Audit	X				
AC031	External Audit Technical Session	Provision of a technical session from the External Auditors in preparation for the year-end process. Items to be added to the agenda by the CFO as necessary for explicit oversight of the Audit Committee members.	External Audit		X			
Other Committee Activities								
AC032	Corporate Registers	Receive a detailed assurance report from Corporate Governance & Compliance sub-committee into the use of Corporate Registers; Register of Interests, Register of Gifts Hospitality & Sponsorship and Register of Contracts	Trust Secretary		X			
AC033	Review of Terms of Reference & Cycle of Business	Approve the terms of reference and the cycle of business for the Governance & Compliance Sub-Committee	Chair	X				
		Approve the terms of reference and the cycle of business for the Audit Committee						

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AC034	Audit Committee Effectiveness & Annual Report of the Audit Committee	Review the Committees effectiveness through the development of an Annual Report. Receive and sign off the Annual Report of the Audit Committee for issue to the Board of Directors & Council of Governors	Chair	X				
AC035	Gifts & Hospitality	Receive an update on work around the legislation for declaring gifts and hospitality from pharmaceutical companies.			X			
AC036	Review of Tender and Quotation Waivers	Receive and review the Tender and Quotation Register details	Trust Secretary		X			X
AC037	Committee Development / Briefings (as required)	Receive technical update sessions as required from External Auditors and/or additional training	Chair	As required				
AC038	Committee reporting	Identify any topics/issues that members wish to raise/escalate with/to the Trust Board or with other Committees or Sub-committees as appropriate in the Chairs Report		X	X		X	X
AC039	Review of Corporate Governance Manual and Constitution	Receive and review proposed changes to the Corporate Governance Manual and Constitution in preparation for recommending changes to the Board of Directors		As required and at least every 3 years				

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AC040	Implementation Plan – Governance	Receive progress report against agreed milestones and provide assurance or identify risks to be escalated to the Board of Directors	Trust Secretary	X	X		X	X
AC041	External/ Internal Audit & Audit Committee 1:1	Opportunity for meeting with External/ Internal Audit without management present		To be alternated				