

Report from Audit Committee following its meeting of 26/07/17:

Decisions / approvals made (within delegated authority)

- The Audit Committee approved the Annual Anti-Fraud Report which is a consolidated summary of previous reports received
- Approved the schedule of losses. There is only 1 item to report to 30th. June:
 - As reported in the previous reports relating to a payment of £632 per quarter for an injury sustained by an employee.
- Reviewed the schedule of debts greater than £500 outstanding for longer than 90 days
- Noted the current position on Financial procedures

Assurances provided to the Trust Board (excluding Strategic Plan Actions / BAF)

The Audit Committee received the following reports from the Internal Auditor:

- Charitable Funds (Covering Governance and Financial Arrangements) – Significant Assurance with all actions to be completed by July 17
- 4 Audits in progress
 - Research
 - Quality Spot Checks
 - Incident Management
 - Conflicts of Interest

Note: All risks identified by internal audit are recorded and categorised by level of risk on the audit tracker system which is reviewed every audit meeting to ensure that all risks and recommendations are cleared over time, which should increase the assurance that can ultimately be taken. In the summary above there are no Critical or High level recommendations unless stated.

The Audit Committee noted the following reports from the External Auditor:

- Confirmation that all work for 2016/17 was completed within the mandatory deadlines
- Outline planned timetable for 2017/18
- Briefing notes on a variety of topical matters where the Audit Committee reviewed that the Board was informed and taking appropriate action appropriate.

Strategic Plan Actions (Progress updates)

There are no items for the Audit Committee to report.

Board Assurance Framework (Progress Updates)

There are no items for the Audit Committee to report.

Delegated Actions from Board

There are no items for the Audit Committee to report

Areas of non delivery

None

New / mitigated risks

There are no items for the Audit Committee to report

Key items for Board consideration

To be covered verbally

Recommendation

The Board note the report and recommendations of the Audit Committee

Report from Audit Committee following its meeting of 25/10/17:

Decisions / approvals made (within delegated authority)

- Noted the schedule of losses for financial year to date totalling £2049. There are 3 items to report to 30th. September:
 - As reported in the previous reports relating to a payment of £632 per quarter for an injury sustained by an employee. Total £1264
 - Loss of I-pad by member staff away on business £450
 - Theft of mobile phone from gym £335
- Noted the schedule of debts greater than £5000 outstanding for longer than 90 days
- Noted the current position on Financial procedures noting a major upgrade is due
- Noted 4 items where Single Tender Waiver items had been approved

Assurances provided to the Trust Board (excluding Strategic Plan Actions / BAF)

The Audit Committee received the following reports from the Internal Auditor:

- Research Funding & Governance - Limited Assurance - 2 High level Recommendations
 - Recommendations to be actioned by March 2018
- Quality Spot Checks - Limited Assurance – 3 High level Recommendations
 - Recommendations to be actioned by Feb 2018
- Incident Management Significant Assurance
 - Recommendations to be actioned by Oct 2017
- Conflicts of Interest/Gifts & Hospitality – Phase 1 Gap analysis

Note: All risks identified by internal audit are recorded and categorised by level of risk on the audit tracker system which is reviewed every audit meeting to ensure that all risks and recommendations are cleared over time, which should increase the assurance that can ultimately be taken. In the summary above there are no Critical or High level recommendations unless stated.

The Audit Committee noted the following reports from the External Auditor:

- Progress report on the External Auditors delivering their responsibilities as External Auditors
- Briefing notes on a variety of topical matters where the Audit Committee reviewed that the Board was informed and was taking appropriate action where appropriate.
- Received and noted a Key Financial indicators report comparing CCC to other Foundation Trusts

The Audit Committee received the second Anti-Fraud Report for 2016/17 Financial year showing updates against the work program agreed by the audit committee.

The audit Committee noted and received the financial the annual accounts of the charity and CPL together with verbal assurances from External auditors.

The Audit Committee received and noted the Risk management Annual Report

Strategic Plan Actions (Progress updates)

There are no items for the Audit Committee to report.

Board Assurance Framework (Progress Updates)

The audit Committee received a report from the Governance and Compliance sub Committee. The report was noted and recommendations made on the format for improvement

Delegated Actions from Board

Monitor the role out of the Board Assurance Framework

Areas of non delivery None
New / mitigated risks There are no items for the Audit Committee to report
Key items for Board consideration To be covered verbally
Recommendation The Board note the report and recommendations of the Audit Committee