

**INTEGRATED GOVERNANCE & AUDIT COMMITTEE MEETING
NORTH EAST LINCOLNSHIRE CLINICAL COMMISSIONING GROUP
HELD ON FRIDAY 14TH DECEMBER 2018 AT 9AM
CROSLAND SUITE, MUNICIPAL OFFICES, GRIMSBY**

PRESENT

Mr Tim Render	Chair & Governing Body lay member
Mr Joe Warner	Partnership Board lay member
Cllr Peter Wheatley	Partnership Board lay member
Dr Karin Severin	GP Member

IN ATTENDANCE

Ms Laura Whitton	Chief Finance Officer
Ms Debbie Baker	Group Auditor, NL Business Connect
Mr Peter Hanmer	Head of Audit and Assurance, NL Business Connect
Mrs Sue Kendall	Group Audit Manager, AuditOne
Mr Rob Walker	Senior Manager, Mazars
Mrs Claire Stocks	Governance Assurance Officer
Ms Caroline Reed	Exec Office PA (note taker)

APOLOGIES

None received

1.	<p>Apologies There were no apologies received.</p>	
2.	<p>Declaration of Interest There were no declarations of interest from those in attendance.</p>	
3.	<p>Minutes of the previous meeting – 07.09.2018 These were agreed as an accurate record.</p>	
4.	<p>Matters Arising – 07.09.2018 The matters arising sheet was discussed.</p> <p>Matters Arising – 25.05.2018 <i>Item 6 – Risk Register/ BAF update - A concern was raised that the CCG appears to be taking responsibility for a risk that NLAG should manage. Clarity around the role of commissioners is required. It was noted that the description has been amended to provide clarity that the responsibility for the risk lies with NLaG.</i></p> <p><i>Item 11 – Workforce update – it was proposed that an email be circulated to staff from R Walsh/H Kenyon requesting that staff complete the personal information on ESR; although it was noted that this would be voluntary and not mandatory. It was agreed that it would be helpful to understand how the CCG compares to NELC. L Whitton advised that there was no progress on this action at this stage and that it would remain on the action sheet.</i></p> <p>Matters Arising – 07.09.2018 <i>Item 5 - CCG-RR.4004 - The DoLS system is unable to cope with the</i></p>	<p>L Whitton</p>

increasing number of requests for authorisation. This is described as a closed risk; it was proposed that it should be described as “amalgamated”. It was noted that the system only allows a risk to be marked as open/closed but the notes provide clarity that it has been closed and replaced with another risk. The risk is still accessible for audit purposes.

Item 6.2 NEL/CCG Union - Further clarification is required around decision making between the two organisations. L Whitton to circulate the flow chart outlining the decision making process within NELC. L Whitton confirmed that the flow chart was formally approved on 13th December and will be circulated to the Committee.

L Whitton

Proposal for a joint session of the NELC and CCG audit committees. T Render to liaise with R Walsh. It might also be useful for R Walsh to attend an IG and Audit Committee meeting. T Render confirmed that R Walsh attended a recent NELC Audit Committee meeting and will attend a future CCG meeting and discuss potentially holding a combined session.

Item 12 – Workforce Update - Discussion is required at Remuneration Committee to discuss CCG staff banding (higher level of B5 staff than other areas) – L Whitton to establish whether this item was discussed at the Remuneration Committee.

L Whitton

The Committee noted the update.

FOR DECISION / RATIFICATION

5. Review of Committee Terms of Reference (ToR)

A report was circulated for consideration. L Whitton provided a summary. The annual review of the IG and Audit Committee ToR has taken place, Key changes include:

- Membership/reporting – these sections were amended to reflect the changes in Board arrangements following the creation of the Union. The Partnership Board has ceased and the Committee will report to the Governing Body going forward. It was noted that NELC Councillors are not permitted to sit on the Governing Body; however it was agreed that it would be helpful to have a Union Board representative as a member of this Committee.
- Information Governance Steering Group – the group has been established and will report into this Committee.

The Committee noted that the ToR will need to be kept under review with the development of the Union. Changes to membership may be required and it might be helpful for some joint working between the CCG and NELC IG and Audit Committees. It was agreed that a review will take place in 6 months’ time.

Forward plan

The Committee agreed to approve the amended ToR. These will be submitted to the Governing Body for final ratification.

6. Risk Register /BAF Update

A report was circulated for consideration. C Stocks provided a summary:

- There are currently 7 risks on the BAF and 24 risks on the risk register. There are no major changes to highlight.
- BAF – one risk was reinstated at the request of this Committee: CCG-BAF.4008 - Failure to manage contractual relationships. This will remain on the BAF until progress is seen.
- Risk Register – 2 risks were added and 2 removed.
- There is one update outstanding: CCG-RR.4007 - eMBED IT Core Contract Delivery - an update is anticipated; however if not received it will hit the escalation process.
- Risks identified relating to the SEND joint multi agency inspection will be added to the BAF once they have been signed off by the Board. The SEND report is on the NELC and CCG internets and work is underway with NELC to consider the operational risks.

The Committee provided the following feedback:

- CCG-BAF.2002 Risks in delivery of key annual performance and quality indicators (Health & Social Care) and standards, including constitutional standards – the clarification regarding gaps in assurance is important. It was noted that the CCG is supporting NLaG with this via the working group and contractual groups.
- CCG-BAF.4009 Failure to have appropriate Governance arrangements in place, to ensure probity and discharge of statutory duties – T Render requested that the approval of the ICP governance framework is submitted to this Committee prior to final sign off by the Governing Body.
- CCG-RR.3018 Extra care housing delivery – is the risk rating accurate given the problems recruiting a Service Manager. C Stocks to establish if the recent recruitment process was successful in appointing the Service Manager. Concerns were raised regarding the delays in relation to the Extra Care Housing project, specifically if there is a time limit linked to the monies made available. Only one out of an agreed 6 developments is operational. It was proposed that this remain on the risk register.
- CCG-RR.4007 eMBED IT Core Contract Delivery – was migration completed by 16th November? C Stocks advised that full migration was delayed due to access issues relating to the financial system Oracle. Finance staff will not migrate until this issue can be resolved. It was agreed that the risk level may need to be increased.

L Whitton

C Stocks

The Committee noted the update.

7. Focussed risk areas

7.1 NEL/CCG Union

L Whitton provided a verbal update:

- The Section 75 agreement has been finalised and signed off formally by both partners. The first Union board and Union board workshop have taken place and a programme of meetings has been finalised.
- Detailed work is taking place around next steps from a finance perspective, including information sharing on how the different

regimes work. Work plan sessions have been established with the union executive team.

- Internal governance arrangements have been refreshed, eg, the Partnership Board has ceased to exist and the Union Board will operate as a committee in common, with key decisions needing to go back to the Governing Body.
- The CCG will continue to need to have the appropriate checks and balances in place as a statutory organisation. Joint working with the Union may alleviate some duplication.

The Committee provided the following feedback:

- The development of the Union may impact on the existing arrangements of this Committee.
- Discussions with External Auditors may be required. R Walker fed back that the VFM work is the same in the NHS and Local Authority and that any issues, eg, the SEND report, would be considered as part of VFM. He also emphasised the good partnership working that already exists between NELCCG and NELC.

The Committee noted the update.

7.2 Amended responsibilities around GP Contracts

S Kendall provided a verbal update:

- The guidance regarding primary care commissioning and procurement has been issued and provides clarity around what is required in order to meet the requirements.
- Work within Internal Audit is due to commence imminently. This will focus on the more general commissioning and procurement arrangements to ensure that the CCG has the appropriate processes in place.
- This work is mandated and incorporated into this year's Internal Audit plan. L Whitton noted that flexibility was built into the plan in order that other critical work does not need to be curtailed.
- A more detailed briefing will be circulated to the Committee after the meeting.

S Kendall

The Committee provided the following feedback:

- The Primary Care Commissioning Committee is undertaking a review of its ToR. NHSE guidance recommends that GPs do not vote; however the decision lies with individual CCGs.
- Does the work extend to the GP core contract? L Whitton confirmed that it does include the core contract.
- It was noted that GP practices in NEL are not audited (focus is visited/audited by Internal Audit). S Kendall advised that some GP practices are audited in other areas if they are owned by a different host organisation; however this is not commonplace. GP practices in NEL are all independent and have contracts with the NHS.

The Committee noted the update.

8. Scheme of Delegation

This item was deferred until the next Audit Committee

9. Annual Review – Declaration of Interest Registers

A report was circulated for consideration. C Stocks provided an update:

- The annual review of the Declaration of Interest Registers has taken place. There are separate registers for decision making individuals (published), employees at below Band 7 (non-published) and the minutes register (published). There were no issues to raise for the Committee's attention.
- There was one item included on the register of declarations for hospitality gifts/sponsorship (Sponsorship of respiratory evening event - venue and hospitality) with a final total of £895.
- Internal Audit have commenced the Conflict of Interest audit; C Stocks is working with Audit One. Col Training is currently at 95.8%. The CCG is working with the 5 individuals to reach the required 100% compliance by the deadline of 31st January 2019.

The Committee provided the following feedback:

- The hospitality event was sponsored by a drugs company; does the CCG have a policy for this? L Whitton confirmed that controlled arrangements are in place and that this is an area that requires a high level of rigour. It was noted that a Freedom of Information request was received regarding hospitality and sponsorship.

The Committee agreed to approve the registers for publication.

10. Freedom of Information (FOI) Quarterly Report - Quarter Two 2018/19

A report was circulated for consideration. C Stocks provided a summary:

- The FOI Team has requested that the Committee recommend action in relation to the retention of FOI records further to the Section 46 FOI Code of Practice and the CCG's Records Management Policy. This would result in the safe and secure destruction of records pertaining to 2013/14, excluding any records that were subject to internal review. Records pertaining to 2014/15 would be due for review and subsequent destruction from January 2019.
- It was noted that future reports will be considered by the IGSG with assurance being presented to this Committee.

The Committee provided the following feedback:

- Some concerns around destruction of records that are only 3 years old; however the CCG needs to comply with GDPR and other guidance.
- The increased volume of FOI requests and the wide range of requesters was noted. Requesters include students doing research and corporate companies trying to establish the expiration dates of contracts and details of procurement processes. There has been an increase in CHC related requests. The FOI team is only able to provide general information; any requests pertaining to an individual would need to be made under a subject data request.

- Considerable time and resources are required to respond to FOIs.

The Committee agreed to:

- **Approve destruction of 2013/14 FOI records, including the 2013/14 FOI register; with the exception of any records where an Internal Review was carried out.**
- **Delegate future decisions to be made via the IG Steering Group and to note future destructions will be reported in FOI reports.**

FOR INFORMATION (including Updates):

11. **Internal Audit**

Progress Update

A report was circulated for consideration. S Kendall/ D Baker provided a summary:

- One piece of work has been finalised since the last meeting: Communications, Patient/Client Engagement – this received good assurance.
- 3 reports are in draft format and will go through the usual approval process. There were no issues to highlight.
- The Dementia Services audit has been delayed following the departure of the Service Lead and the cancellation of a meeting by Navigo.
- There were no changes to the Internal Audit plan; nothing has been identified that will affect the Head of Internal Audit opinion.
- The report does not include information regarding Follow Ups. A discussion is required between the CCG and Audit One to agree a joint approach regarding the management of follow ups going forward.

The Committee provided the following feedback:

- Was there anything to note in relation to the Continuing Healthcare audit? D Baker advised that the scope related to the changes to the framework and how they were implemented; there was one small housekeeping finding.

The Committee noted the update.

Internal Audit Survey

Not discussed.

Post meeting note: The agenda item related to the Internal Audit Committees survey, which has been picked up at an Operational Leadership Team.

Future internal audit arrangements in relation to union activities

P Hanmer provided a verbal update:

- Discussions are underway regarding how Internal Audit will work

within the Union arrangements.

- Good relationships already exist between Audit One and NELC audit. The aim is to avoid duplication and ensure that there is joint responsibility and integration going forward.

The Committee noted the update and agreed to keep this under review.

12. External Audit Update

A progress report was circulated for information. There were no issues to highlight to the Committee.

The Committee noted the update.

13. IG Update

A report was circulated for consideration. C Stocks provided a summary:

- The first meeting of the Information Governance Steering Group (IGSG) was held on 12th December. The group Chair is J Haxby, CCG SIRO and the vice chair is Dr Spalding, CCG Caldicott Guardian. The main remit of the Committee is to ensure that relevant governance arrangements are in place; this Committee will receive assurance or items for escalation from the group.
- Data security training was identified as an issue and raised at the Governing Body meeting in December.
- The IG toolkit is currently on target with no issues; evidence is being uploaded. It was noted that the toolkit is different for the current year with auditors required to carry out field work on site. Feedback has been provided to NHS Digital that this is not helpful from an audit perspective. The toolkit will be signed off in March.

The Committee noted the update.

14. Workforce Update

A report was circulated for information. The Committee provided the following feedback:

- The HR function will be moving from Embed to NELC; this will present an opportunity to amend reports going forward.
- Query regarding "There are 9 individuals currently on a fixed term contract. A number of these have now expired and the CCG are advised to ensure that the relevant payroll paperwork is updated or advice sought from the eMBED HR team should alternative advice and support be required". L Whitton advised that this is a system issue and confirmed that there is nothing to suggest that staff are being paid inappropriately. The system issue will need to be addressed.
- Is data regarding gender, ethnicity etc collated during the recruitment process? L Whitton confirmed that candidates are asked to provide this data and that work is underway in an attempt to

attract a diverse range of candidates.

- It was noted that the majority of workforce/HR monitoring will be undertaken by the Leadership Team going forward.

The Committee noted the update.

15. Adult Social Care - Aged Debt

A report was circulated for information. L Whitton/J Warner provided a summary:

- Focus is being placed on those areas where recovery of debt is possible and on ensuring that current debt does not become old debt. Some old cases have been statute barred and removed from the list.
- Advice continues to be sought from legal services regarding recovery of debt in some of the more difficult cases. It was clarified that services will not be stopped if an individual does not pay but that action will be taken in an attempt to recover the debt. It was agreed that this message needs to be clearly communicated.
- New clients are receiving invoices in a timely manner in order to encourage them to pay promptly and to prevent them from getting into debt.
- A formal briefing will be submitted to the NELC portfolio holder for adult social care.

The Committee noted the good progress made in this area and asked that the teams be thanked for their work.

16. CCG Financial Control & Planning (Q2 Self-Assessment)

This item will be circulated to the Committee after the meeting for information.

L Whitton

17. Ratification of Policies

A report was circulated for information. The following policies have been approved by the Committee:

- Mobile Working Policy
- Confidentiality Audit Policy
- Annual Leave Policy
- Equality and Diversity policy
- Flexible Working Policy

It was noted that HR policies will be reviewed by the Leadership team going forward. Policies linked to remuneration will go to the Remuneration Committee.

18. CCG Assurance Framework - Conflict of Interests Self-certification

A report was circulated for information.

STANDING ITEMS

19. Finance Assurance Minutes

There was nothing to report.

20. Schedule of any virtual decisions taken by the Committee

There were no items for discussion.

21. Independent Assurance Reports

- **NHSLA Assessment (Claims) Report**
- **Findings of any Ombudsman Investigation in relation to the CCG or its services**
- **Determination of any Tribunal held in relation to the CCG**

There were no items for discussion.

22. Issues for Escalation to the Board

Data Awareness Training – this has been completed

23. Any Other Business

There were no items of any other business.

Date and Time of Next Meeting:

Friday 29th March

9-11am

Crosland Suite, Grimsby Town Hall, Grimsby