

## MINUTES of the Audit Committees

This is a meeting of the Audit Committees of the five CWHHE CCGs. Items apply to all five CCGs, unless indicated otherwise

**Thursday 04 May 2017, 11.30-13.00**  
Room 5.4, 15 Marylebone Road

### Members in attendance

		<b>CCG</b>
Philip Young (PY)	Lay member for Audit & Governance, CWHHE CCGs (Chair)	<b>All five CCGs</b>
Dr Alan Hakim (AH)	Secondary Care Consultant, CWHHE CCGs	<b>All five CCGs</b>
Dominique Kleyn (DK)	Lay member	<b>Central London CCG</b>
Trevor Woolley	Lay member	<b>Hounslow CCG</b>
Nick Martin (NM)	Lay member	<b>Hammersmith &amp; Fulham CCG</b>
Dr Raj Chandok (RC)	GP member (joined via telephone)	<b>Ealing CCG</b>
Simon Tucker	Lay Member (joined for West London CCG items)	<b>West London CCG</b>
<b>Non-Members in attendance</b>		
Louise Proctor (LP)	Deputy Chief Officer, CWHHE CCGs	
Keith Edmunds (KE)	Chief Finance Officer, CWHHE CCGs	
Eva Horgan (EH)	Deputy Chief Finance Officer, CWHHE CCGs	
Michael Morton (MM)	Lay member	<b>Central London CCG</b>
Shelley Martin (SM)	Head of Finance	<b>H&amp;F CCG</b>
Elke Taylor (ET)	Head of Finance	<b>Central London CCG</b>
Pooja Maniar (PM)	Senior Finance Manager	<b>Ealing CCG</b>
Mandip Riyat	Head of Financial and Management Accounts	<b>Ealing CCG</b>
Breac Macleod (BM)	Head of Finance	<b>West London CCG</b>
Joanne Lees (JL)	Director, KPMG (External auditors)	

Ian Livingstone (IL)	Audit Manager, KPMG (External auditors)
Nick Atkinson (NA)	Director, RSM (Internal auditors)
Simon Carney	Head of Corporate Governance, CWHHE (Secretary)
Ben Westmancott (BW)	Director of Compliance, CWHHE CCGs

## Minutes

Business Items		Action
<b>1. Welcome/apologies</b>		
1.1	The Chair welcomed all to the meeting and explained that the meeting would focus only on the draft Annual Reports and Accounts – minutes and matters arising/actions would be held over until the next substantive meeting.	
1.2	Apologies were received from Clare Parker – Louise Proctor was in attendance as Deputy.	
<b>2. Declaration of interests</b>		
2.1.	There were no interests to record beyond those declared previously.	
<b>3. Minutes of previous meetings</b>		
3.1	Due to the limited time available, consideration of the minutes was held over until the next substantive meeting.	
<b>4. Matters arising and actions log</b>		
4.1.	Due to the limited time available, consideration of the matters arising was held over until the next substantive meeting.	
<b>5. Head of Internal Audit Opinions</b>		
5.1	Nick Atkinson introduced the draft opinions for the five CCGs, noting that the main change to the drafts previously considered by the Committees was to reflect the IT control issues in all, rather than just for Central London's, as agreed at the previous meeting.	NA
5.2	The Committees queried why the BHH CCGs, whose IT provision was shared with CWHHEs, had not reflected the issue similarly in the conclusion section of their Annual Governance Statements. NA agreed to flag that difference to the BHH CCGs, noting that, ultimately, it was a decision for them.	
5.3	The Committees questioned whether their long-running discomfort with the use of Single Tender Waivers should be reflected in the Head of Internal Audit's opinions. NA explained that the opinions only reflected the in-year work of IA and STWs per se were not part of that. Whilst the issue did arise during the work on the Use of Management Consultants, IA was assured with the substantial progress that had been made during and after that review.	

6. Guide to the 2016/17 Accounts		
6.1	Eva Horgan introduced the guide to the CCGs' 2016/17 accounts as an aid to the Committees' consideration of the rest of the agenda.	
6.2	EH flagged that an amendment would be made to Central London and Ealing CCGs' running cost risk share totals due to some misallocation and which would require some restructuring of the programme lines to net off the impact.	
7. – 11. (7) Central London, (8) West London, (9) Hammersmith & Fulham, (10) Hounslow and (11) Ealing CCGs' 2016/17 Annual reports and accounts (ARAs)		
7-11.2	<p>The five annual reports and accounts were discussed in turn, following presentations from the CCGs' Finance Leads. In discussion, the following points and actions were raised and agreed for <b>all ARAs</b>:</p> <ul style="list-style-type: none"> <li>• <b>action</b> – Lay Members' details in the Remuneration Reports required looking at. There appeared to be a failure in the system with regards to succession planning and this required fixing;</li> <li>• <b>action</b> – all GB members of each CCG to provide written confirmation of the declaration in the ARAs that they have had the opportunity to raise any issues with the auditors and that they understand the Auditors' report;</li> <li>• <b>action</b> – extend the definition of 'Senior Managers' to make it clear that such includes all voting members of the Governing Bodies;</li> <li>• <b>action</b> – adopt the previous year's text apropos equality and offending histories of job candidates; and</li> <li>• <b>action</b> – for next year's reports, use plainer-English throughout and reduce the weight of the text generally.</li> </ul> <p>-----</p>	<p><b>SC / MG</b></p> <p><b>SC / Gov. Leads</b></p> <p><b>EH</b></p> <p><b>BW</b> <b>BW</b></p>
7.1	<p><b>Central London:</b></p> <ul style="list-style-type: none"> <li>• the increase on the pay line was mostly due to the move away from interim and consultancy provision – lines where a corresponding reduction could be noted;</li> <li>• <b>action:</b> a clarification on what the purpose and role of a 'non-voting lay member' to be provided; and</li> <li>• given the outlook for the CCG at the beginning of the year, the Committee asked that its congratulations and thanks be noted for the team's performance in turning matters around.</li> </ul>	<b>JM / EP</b>
7.2	<p>The Committee <b>approved</b> the Central London CCG 2016/17 Annual Report and Accounts subject to the Chief Financial Officer, Chief Officer and Audit Chair's final sign off of any non-material changes on 23 May 2017.</p> <p>-----</p>	
8.1	<p><b>West London:</b></p> <ul style="list-style-type: none"> <li>• the reasons behind the £388k being flagged as 'unrecoverable' from CNWL were discussed. A significant part of the decision to not pursue it after two years of trying was that the documentation supporting the CCG's claim was not adequate. Breac Macleod confirmed to the Committee that he was assured that it could not happen again and the</li> </ul>	

