

Minutes

**NNE Audit and Governance Committee Meeting (post committee in common)
Thursday 29 March 2017, Sherwood Room, Easthorpe House 10:30 – 11:00 AM**

Present

Terry Allen (TA)	Lay Member – Financial Management & Audit (<i>Chair</i>)
Janet Champion (JC)	Lay Member – Patient & Public Engagement
Mike Wilkins (MW)	Lay Member - Primary Care

In Attendance

Hazel Buchanan (HB)	Director of Operations
Claire Page (CP)	Client Manager, 360 Assurance

Agenda Items		Actions
AG 18/001	<p>Apologies & Welcome</p> <p>Terry Allen (TA) welcomed all to the meeting.</p> <p>No Apologies were noted.</p>	
AG 18/002	<p>Declarations of Interest</p> <p>TA reminded committee members of their obligation to declare any interests they may have on any issues arising at Audit and Governance Committee meetings, which might conflict with the business of the CCG.</p> <p>Declarations of the Audit and Governance Committee were listed in the CCG's Register of Interests. TA noted that the Register was available either via the secretary to the Audit and Governance Committee or the CCG website at the following link:</p> <p>http://www.nottinghamnortheastccg.nhs.uk/contact-us/freedom-of-information/conflicts-of-interest/</p> <p>No conflicts of interest in relation to the agenda were declared by members.</p> <p>The Chair confirmed that the meeting was quorate.</p>	
AG 18/003	<p>Draft Annual Governance Statement</p> <p>Hazel Buchanan (HB) provided a summary of the requirements for the annual governance statement and confirmed that this was a draft for review by the Committee. HB highlighted the detail on the cyber attack, control issues and the business of the Committees. HB confirmed that the CCG had made a month nine submission on the control issues and that prior to the final submission an NHSE checklist will be completed on the criteria for the annual report. Committee members provided comments on elements of the statement and agreed that since the document</p>	

	<p>is a first draft, updated versions should be circulated as work in progress and for comment prior to the meeting in May.</p>	HB
AG 18/004	<p>Risk Assurance Framework</p> <p>HB presented the Risk Assurance Framework and discussed with members whether the overall framework was fit for purpose and that they are assured that the controls are valid. HB provided confirmation that the controls are being maintained during this period of transition. Committee members agreed that the framework was fit for purpose, taking into consideration the current climate. Members were keen that the joint assurance framework and subsequently agreement on the strategic objectives is carried out as soon as possible. Claire Page highlighted that there is a different interpretation of risks that will be fleshed out through the process. Risk appetite will also be considered as part of this.</p> <p>Committee members agreed that the development session with 360 Assurance has provided for more robust discussions on the framework in the Governing Body.</p>	
CLOSING ITEMS		
AG 18/005	<p>Any Other Business:</p> <p>There was no other business raised by members of the Committee.</p>	
	<p>Date and Time of Next Meeting</p> <p>9am – 12 noon 10 May 2018, Stapleford Suite, Stapleford Primary Care Centre. 9am – 12 noon 24 May 2018, Clumber Meeting Room, Easthorpe House</p>	