**AUDIT AND RISK COMMITTEE MEETING SUMMARY**

**Key summary points from the Audit and Risk Committee meeting held on 02 August 2017**

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| **COMMITTEE GOVERNANCE** | **02 August 2017, HRA 1, Skipton House*** Quorate
* Attendance (membership) – 4/4
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| **KEY BUSINESS CONDUCTED** | **Audit and Risk Committee effectiveness**A review of effectiveness was conducted by the Committee in February 2016. A number of recommendations were made and the Committee reconsidered these at the August meeting. The Committee was largely satisfied it was operating effectively however agreed the following actions should be undertaken to further improve its running:* A **forward plan of risk deep dive topics** will be agreed.
* Details of **possible training events for NEDs** and Committee members will be sought from DH, the National Audit Office and the Health Group Internal Audit Service.
* Consideration of **a further member** to be recruited, potentially from another Arm’s Length Body’s Audit and Risk Committee.
* A **yearly summary review of effectiveness** of the Committee will be conducted.
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| **HRA delegated authorities review** The Committee reviewed and approved the updated Board scheme of delegation and the Standing orders, reservation and delegation of powers and Standing Financial Instructions. The main change related to the requirement for Board approval for contracts to be reduced from £1 million to £250,000 for the whole life of the contract. Contracts over £100,000 with regard to information technology and any ‘novel’ contracts would also require approval.  |
| **HGIAS Assurance reports and delivery of audit plan**

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| **Review** | **Assurance level** | **Findings** | **Comments** |
| **H** | **M** | **L** |
| Stakeholder engagement & communications audit report | **MODERATE** | 0 | 0 | 4 | A review of this area had previously been conducted in 2014/15 with a limited rating issued. The Committee welcomed the improvements made however agreed further work required to operationalise the strategic work conducted thus far. |

*Substantial – the framework of governance, risk management and control is adequate & effective**Moderate - some improvements are required to enhance the adequacy and effectiveness of the framework**Limited - significant weaknesses in the framework - it could be / could become inadequate and ineffective**Unsatisfactory - fundamental weaknesses in the framework - it is inadequate and ineffective or is likely to fail*The Committee was assured the delivery of the HRA Audit plan was on track for 2017/18 and the recommendations from audits conducted in 2016/17 were in the process of being implemented as required. |
| **Risk deep dive : Communications**Simon Wilde, Head of Communications gave a presentation to the Committee which provided an overview of the communications function alongside details of strategic stakeholder communications, shared thinking regarding the development of a refreshed communications strategy and the approach to reputation management, and highlighted the key risks faced by the function in the communications function.  |
| **Board seminar on strategic risk**The Committee agreed a workshop style discussion should take place with key outputs to include:* A strategic level risk register
* A consideration of risk appetite for key risk categories
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| **Declaration of interest register 2016/17**The Committee reviewed the register for those staff who had declared an interest for 2016/17. The Committee was assured there were no declarations which required further investigation with appropriate measures in place. |
| **Information Governance Annual Report 2016/17**The Committee received and noted the annual report for 2016/17 and noted relevant assurances are in place. |
| **UPCOMING MEETING TOPICS** | * Discussion regarding volunteer membership
* Approve external audit planning report
* Review fraud position
* Review Assurance Mapping Framework
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