**AUDIT AND RISK COMMITTEE MEETING SUMMARY**

**Key summary points from the HRA Audit and Risk Committee meeting held on 01 August 2018**

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| **COMMITTEE GOVERNANCE** | **1 August 2018, Avonmouth House*** Inquorate
* Attendance (membership) – 2/4

The meeting was inquorate however the recommendations made at the meeting were ratified out of session. |
| **KEY BUSINESS CONDUCTED** | **Audit and Risk Committee manual**The Committee reviewed and approved the manual, including terms of reference and work schedule.  |
| **Audit and Risk Committee effectiveness review proposal**The Committee agreed to undertake a self-assessment of the Committee’s effectiveness. This would include a review of the effectiveness of both internal and external audit. The self-assessment would take the form of a SurveyMonkey questionnaire and follow the principles as set out in the HM Treasury Audit Committee Handbook. The questionnaire will be issued in September / October with findings to report to the November Committee meeting. |
| **Emergency incident scenario final report**The Committee reviewed and noted the final report from the emergency incident response exercise held on 14 March 2018. This tested the response of HRA management to a fabricated scenario; a ransomware attack on the HRA’s key research systems (IRAS and HARP). The Committee noted those involved had worked well together and there are plans to conduct further tests in the future. |
| **Declaration of interest register 2017/18**The Committee reviewed and noted the declaration of interest register for 2017/18. The Committee noted one conflict related to the line management of a member of staff by a close relative however accepted there are arrangements in place to mitigate this conflict, such as expenses being signed off by another member of staff. The Committee noted this is a historic arrangement and no future members of staff are allowed to be line managed by a close relative. |
| **Brexit preparedness update**The Committee discussed the HRA’s preparedness for Brexit; from a corporate perspective and also in relation to specific areas of the HRA’s business. From a corporate perspective the Committee noted there were minimal implications at present. Only three members of the workforce are citizens of other EU countries and the relevant assurances from the government have been passed on to them. |
| **Corporate Risk Register Quarter 1 2017/18**The Committee reviewed and noted the Corporate Risk Register for Quarter 1 2018/19. |
| **Draft Strategic Risk Register**The Committee reviewed and discussed the first version of the HRA Strategic Risk Register. The Committee agreed it was a good first draft which captured the key strategic risks faced by the organisation and noted this would be discussed in more detail at a future Board meeting. |
| **Risk Deep Dive - workforce pressures and assessment of progress from staff survey action plan** The Committee discussed the findings from the staff survey in particular with regard to workforce pressures. The Committee noted 40% of staff disagreed that their workload was manageable. The Committee noted this perceived workload pressure is not reflected in the REC timelines with these consistently met. The Committee however agreed, due to the nature of the workload and in particular for REC staff, there is likely to always be a backlog of work which needs to be managed which can create a feeling of constant pressure. The Committee noted the complexity of studies plays a factor as does the experience of the member of staff. The Committee noted there would be a further discussion at the staff forum regarding workload pressure and how this is fed back to the wider staff body. |
| **UPCOMING MEETING TOPICS** | * Audit and Risk Committee self-assessment findings
* Review Quarter 2 Risk Register
* Review Assurance Mapping Framework
* Approve external audit planning report
* Update on volunteer membership and recruitment SIP
* Risk deep dive discussion – Brexit and EU Clinical Trial Regulations
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