**AUDIT AND RISK COMMITTEE MEETING SUMMARY**

**Key summary points from the HRA Audit and Risk Committee meeting held on 6 June 2018**

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| **COMMITTEE GOVERNANCE** | **02 May 2015, HRA 1, Skipton House**   * Quorate * Attendance (membership) – 3/4 |
| **KEY BUSINESS CONDUCTED** | **Final HRA Internal Audit Plan 2018/19**  The Committee reviewed and approved the final Health Group Internal Audit Plan for 2018/19. |
| **Annual Report Accounts 2017/18**  The Committee reviewed the Annual Report and Accounts for 2017-18 and agreed, in general, the report was clear with the formatting changes improving the design compared with previous years.  The Committee reviewed each section in turn with the report updated with the Committee’s recommendations prior to being laid before Parliament and subsequent publication.  The Committee expressed its thanks to the communications team for its work in developing the format of the report at short notice and noted this format would be further refined and improved for next year. |
| **Audit Completion report**  Audit Completion Report  The HRA’s external auditors, Mazars, presented the Audit Completion Report highlighting that no issues were identified with regard to the management override of controls risk.  The Committee expressed its thanks to NAO, Mazars, the finance team and all in the organisation for an excellent year with well controlled expenditure. The Committee was confident public money has been appropriately used at the HRA over the last year. |
| **Deep Dive into Research System Procurement**  A discussion was held regarding the recent research system procurement exercise.  The Committee noted three suppliers submitted tenders and the executive had confirmed it was satisfied by the three bids which allowed appropriate consideration and comparison.  The Committee noted the confusion at the recent Board meeting regarding the uncertainty of whether Board were being asked to approve the decision for the particular supplier. The Committee noted the Board had already reviewed and approved the business case therefore no further Board approvals were required in choosing the specific supplier.  The Committee discussed how other stakeholders’ needs would be met with regard to new IRAS. The Committee noted, ahead of the procurement process, a significant exercise had been undertaken to collect user stories which could be built into new IRAS. Feedback had been sought from a range a stakeholders and PwC had also attended an IRAS Board meeting.  The Committee noted the process has strengthened the HRA’s understanding of the whole business case process and how the funding model works in DHSC which should help with any future business cases required.  The Committee expressed its thanks to the research systems team for working professionally during the exercise in an environment of uncertainty. |
| **UPCOMING MEETING TOPICS** | * Review Audit Committee manual and terms of reference * Review emergency incident scenario final report * Review declaration of interest register 2017/18 * Risk deep dive - workforce pressures and assessment of progress from staff survey action plan |