

**Item: 12.3**

**INTEGRATED AUDIT AND GOVERNANCE COMMITTEE**

**MINUTES OF THE EXTRAORDINARY MEETING HELD ON 23 MAY 2019  
AT 11.00AM IN THE BOARDROOM, WILBERFORCE COURT, HULL**

**PRESENT:**

Karen Marshall, Lay Member, Hull CCG (*Chair*)

Jason Stamp, Lay Member, Hull CCG

**IN ATTENDANCE:**

Nicola Hallas, Mazars LLP

Pam Heaford, Personal Assistant, Hull CCG - (*Minute Taker*)

Sarah Milner, Senior Finance Manager, Hull CCG

Danny Storr, Deputy Chief Finance Officer- Finance, Hull CCG

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Emma Sayner, Mark Kirkham and Mike Napier

**2. DECLARATIONS OF INTEREST**

In relation to any item on the agenda of the meeting, members were reminded of the need to declare:

- (i) any interests which are relevant or material to the CCG;
- (ii) any changes in interest previously declared; or
- (iii) any financial interest (direct or indirect) on any item on the agenda

Any declaration of interest should be brought to the attention of the Chair in advance of the meeting, or as soon as they become apparent in the meeting. For any interest declared, the minutes of the meeting must record:

- (i) the name of the person declaring the interest;
- (ii) the agenda item number to which the interest relates;
- (iii) the nature of the interest;
- (iv) be declared under this section and at the top of the agenda item which it relates to;

Name	Agenda No	Nature of Interest and Action Taken

**Resolved:**

(a)	No declarations of interest were made.
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## 2. **NHS HULL CCG AUDITED ANNUAL ACCOUNTS 2018/19**

The Audited Annual Accounts 2018/19 for NHS Hull CCG were presented to IAGC members for consideration and comment, prior to recommendation for adoption by the CCG Board.

The Deputy Chief Finance Officer advised that no significant changes had been made since the detailed line-by-line review of the draft accounts carried out by the IAGC at its meeting on 18 April 2019 and that the adjustments made had all been minor in nature and were largely a result of formatting and template issues along with some rounding differences and some additional notes. He then went on to draw members' attention to the following minor changes which had been made to the annual accounts:

Page 6 -

- an amendment to Income from sale of goods and services had been made in relation to Prescribing Recharges.
- a correction had been made to Staff Costs in relation to the severance payment.
- a wording change had been made in relation to pension liability/asset – there was no associated value.

Page 8 - the above wording change relating to pension had been repeated.

Pages 10-12 –

Some formatting changes had been made to Notes to the Financial Statements and Note. 1.9 which referred to Grants Payable had been correctly articulated.

Page 13 – the previously referred to prescribing adjustment had been made.

Page 14 – the amount for “termination benefits” had been moved to Other Costs as a “special payment”.

Page 17 – a value had been added in for Internal Audit fees at Note 7.

Page 20 –

- receivables past their due date (more than 30 days) were now more in line.
- a statement relating to the impact of IFRS 9 on financial assets and liabilities had replaced the table.

Page 22 – an adding up issue had been resolved and the Income figures had been changed to reflect the prescribing adjustment.

Page 23 – Related Party Transactions – a declaration for Jason Stamp had been added which made reference to the Citizens Advice Bureau.

Page 24 – a note had been added at Section 19 in relation to the effect of application of IFRS 15 on the current year closing balances.

The IAGC would formally recommend that the CCG Board adopted the Annual Accounts for 2018/19 at its meeting tomorrow (24 May 2019), prior to submission to NHS England on Tuesday 28 May 2019.

The Chair expressed her thanks to all those involved in the production of an unqualified set of annual accounts and for their continued hard work.

## Resolved

(a)	The minor amendments made to the Annual Accounts for 2018/19 were noted, and
(b)	the IAGC formally recommended adoption of the Annual Accounts for 2018/19 by the CCG Board on 24 May 2018.

### 3. **NHS HULL CCG ANNUAL REPORT 2018/19**

IAGC Members were presented with a Word version of the Annual Report 2018/19 (which incorporated the Annual Governance Statement), ahead of its submission to NHS England on 28 May 2019.

It was noted that no significant changes had been made to the draft version previously circulated to IAGC Members and the following minor amendments and points of note were highlighted:

Page 8 – a classification issue had been amended.

Page 40 – a typing error had been corrected.

Page 63 – Third party assurances – all had been received and provided adequate assurance.

Page 69 – Senior manager remuneration 2018-19 – in relation to Emma Latimer and Emma Sayner, currently in joint posts with North Lincolnshire CCG, it was noted that all pension related benefits fell under Hull CCG.

Page 71 – a note had been added to explain the changes to the comparator tables for 2017-18 with regard to pensions related benefits in relation to GPs.

Page 72 – a typing error had been corrected.

Page 73 – a sentence had been added which stated that the benefits and values did not allow for any potential future adjustment arising from the McCloud judgement.

Page 74 – Other payments – a special payment of £3,000 had been made in respect of a Treasury approved severance payment in 2018-19.

Page 80 – Gender pay gap reporting – a statement had been made in relation to the staff employed by Hull CCG.

The IAGC Chair thanked everyone for their work and input and the IAGC would recommend that the CCG Board adopts the Annual Report 2018/19 at its meeting tomorrow (24 May 2019).

## Resolved

(a)	The minor amendments made to the NHS Hull CCG Annual Report 2018/19 were noted, and
(b)	the IAGC formally recommended adoption of the NHS Hull CCG Annual Report 2018/19 by the CCG Board on 24 May 2018.

**4. AUDIT COMPLETION REPORT**

Nicola Hallas, Mazars LLP, presented the final Audit Completion Report for Hull CCG for the year ending 31 March 2019 and advised that there had been no changes to the one presented to the IAGC on 18 April 2019, other than the removal of all the outstanding work which was now complete.

NHS Hull CCG had been issued with an unqualified opinion with no matters to report.

The IAGC Chair again thanked everyone and their respective teams for all their work on the annual accounts.

**5. DRAFT LETTER OF REPRESENTATION**

The standard wording of the draft letter of representation was noted, no additional comments had been added for the CCG. This would form the concluding part of the annual accounts process and it was the role of the Chief Officer to sign this letter off as Accountable Officer.

**Resolved**

(a)	The IAGC recommended that the CCG Board adopted the Audited Annual Accounts 2018/19 for NHS Hull CCG at it's the Board meeting on Friday 24 May 2019 with sign off by the Chief Officer prior to submission to NHS England on Tuesday 28 May 2019.
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**6. DATE AND TIME OF NEXT MEETING**

The next meeting of the IAGC would be held on **Tuesday 9 July 2019**, at 9.00am in the Boardroom at Wilberforce Court.

Signed:



Chair of the Integrated Audit and Governance Committee

Date: 8 July 2019

## **Abbreviations**

AIC	Aligned Incentive Contract
BAF	Board Assurance Framework
BCF	Better Care Fund
CHC	Continuing Healthcare
CoI	Conflicts of Interest
CYP	Children and Young People
DoLS	Deprivation of Liberty Safeguard
EPRR/BCM	Emergency Preparedness Resilience and Response Business Continuity Management
FoI	Freedom of Information
GDPR	General Data Protection Regulation
HEYHT	Hull and East Yorkshire Hospitals Trust
HS&SG	Health, Safety and Security Group
ICOB	Integrated Commissioning Officers Board
IFP	Integrated Financial Plan
IFR	Individual Funding Requests
LAC	Looked After Children
LCFS	Local Counter Fraud Specialist
LSMS	Local Security Management Specialist
LWAB	Local Workforce Advisory Board
MH & LD	Mental Health and Learning Disabilities
MoU	Memorandum of Understanding
NECS	North of England Commissioning Support
NFI	National Fraud Initiative
NHS-CHC	NHS Continuing Healthcare
PBR	Payment by Results
PCCC	Primary Care Commissioning Committee
PHB	Personal Health Budget
PPD	Prescription Pricing Division
QIPP	Quality Innovation Productivity and Prevention
SEND	Special Educational Needs and Disability
SI	Serious Incident
SOPs	Standard Operating Procedures
STP	Sustainability and Transformation Plan
SRT	Self Review Tool
TCP	Transforming Care Programme
ToR	Terms of Reference
VfM	Value for Money