

INTEGRATED AUDIT AND GOVERNANCE COMMITTEE

MINUTES OF THE MEETING HELD ON 10 SEPTEMBER 2019 AT 9.00AM IN THE BOARDROOM, WILBERFORCE COURT, HULL, HU1 1UY

PRESENT:

K Marshall, NHS Hull CCG (Lay Member) (Chair)
J Stamp, NHS Hull CCG (Lay Member)

IN ATTENDANCE:

N Cooper, Counter Fraud Specialist, AuditOne
N Hallas, Mazars LPP (Manager)
P Heaford, NHS Hull CCG (Personal Assistant) - *Minute Taker*
M Kirkham, Mazars LPP (Partner)
M Napier, NHS Hull CCG (Associate Director of Corporate Affairs)
E Sayner, NHS Hull CCG (Chief Finance Officer)
L Stead, AuditOne

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from:
S Kendall, AuditOne (Audit Manager)
D Storr, NHS Hull CCG (Deputy Chief Finance Officer-Finance)

2. MINUTES OF THE PREVIOUS MEETING HELD ON 8 JULY 2019

The minutes of the Integrated Audit and Governance Committee (IAGC) meeting held on 8 July 2019 were submitted for approval. It was agreed that these were a true and accurate record of the meeting.

Resolved:

(a)	Members of the Integrated Audit and Governance Committee approved the minutes of the meeting held on 8 July 2019 as a true and accurate record and these would be signed by the Chair.
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3. MATTERS ARISING / ACTION LIST

The Action List from the meeting held on 8 July 2019 was presented for information and it was noted that all actions were complete.

The following update was provided in relation to Item 8.4 – Primary Care Rebate Schemes for Edoxaban and Beclometasone Dipropionate Inhaler:

Following discussion at the last IAGC meeting in relation to the Edoxaban offer, the Chair confirmed that she had received the necessary background information and suitable assurances in relation to this offer from Kevin McCorry (Medicines Optimisation Pharmacist, North of England Commissioning Support).

Following the provision of this assurance, and as agreed at the last meeting, the Primary Care Rebate Schemes had been approved virtually outside of the meeting.

The Chair also advised that Kevin McCorry had been invited to present a report to the January 2020 IAGC meeting on all rebate schemes for Hull, past and present including what happened when the rebate ended and also showing the savings achieved to date.

Resolved:

(a)	The Action List from the meeting held on 8 July 2019 and the update provided was noted.
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4. NOTIFICATION OF ANY OTHER BUSINESS

Any proposed item to be taken under Any Other Business must be raised and, subsequently approved, at least 24 hours in advance of the meeting by the Chair.

Resolved:

(a)	There were no items of Any Other Business to be taken at this meeting.
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5. 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 Item No	Nature of Interest and Action taken
J Stamp	9.5	Declared a Direct Financial Interest in relation to his role with NHS England and work with Specialised Commissioning nationally. The declaration was noted – no further action was considered necessary as no specific conflict was identified in relation to items on the meeting’s agenda.

Resolved:

(a)	The above declaration of interest was noted and no further action was considered necessary.
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6. EXTERNAL AUDIT

6.1 EXTERNAL AUDIT PROGRESS REPORT

Nicola Hallas of Mazars LLP reported that, in terms of the 2019/20 audit year, there were no significant matters to report at this stage and advised that an Audit Strategy Memorandum setting out the External Audit Plan for NHS Hull CCG for 2019/20 would be brought to the next meeting.

Members were also advised that assurance work would be carried out in relation to the CCG's Compliance Statement in respect of the Mental Health Investment Standard.

Details of national publications had been provided for information.

Assurance:

The Board can be assured that the planning stage of the 2019/20 audit is in progress and an Audit Strategy Memorandum setting out the External Audit Plan for NHS Hull CCG for 2019/20 would be brought to the next meeting

Resolved:

(a)	Integrated Audit and Governance Committee members noted the contents of the External Audit Update Report, and that
(b)	the Audit Strategy Memorandum would be brought to the next IAGC meeting on 12 November 2019.

7. INTERNAL AUDIT

7.1 INTERNAL AUDIT PROGRESS REPORT

Laura Stead, AuditOne, presented the Internal Audit Progress Report to inform the Integrated Audit and Governance Committee on progress made against the 2018/19 and 2019/20 Internal Audit Plans.

Internal Audit Plan 2018/19

Members were advised that the following final report had been issued since the last meeting of the IAGC in July 2019, which completed work against the 2018/19 Plan:

- **Local Authority Integration** – an advisory review of Partnership Working had been conducted at the request of the IAGC Chair.
The audit had been undertaken in the following two parts:
 - a technical review of compliance with the Terms of Reference of the Committees in Common, and
 - tracking of a specific decision through the CCG and Committees in Common governance processes.

The review had found that the CCG had appropriate governance arrangements in place for integrated commissioning and appropriate governance / decision making routes were being followed. A number of minor issues/weaknesses had been identified and an action plan had been developed to address these. It was noted that the Committee in Common (CIC) terms of reference had been reviewed and had been brought to this meeting for consideration (Item 9.15 refers). It was agreed

that the minor recommendations relating to the CiC terms of reference from the audit review would also be included in the updated ToRs.

The Chief Finance Officer advised that as, part of the integration process, she had regular meetings with David Bell Director of Finance and Transformation (Section 151 Officer) Hull City Council of Hull City Council and stated that the local authority were committed to investing in Social Care.

Discussion took place and it was suggested that Health and Care should be a specific sub-set of the Place Based Plan (which included the wider public sector) with the development of a joint commissioning perspective to set the principles and ground rules with regard to the local authority provider landscape.

Internal Audit Plan 2019/20

With regard to the Internal Audit Plan 2019/20, it was reported that work had commenced on the review of Continuing Healthcare.

Assurance:

- (i) The Board can be assured of satisfactory progress and outcomes in delivering the Internal Audit Plans, which continued to represent appropriate coverage as part of the wider assurance framework. Work against the 2018/19 Plan was now complete and work had commenced against the 2019/20 Plan,
- (ii) The Board can be assured from the findings of an advisory audit of **Local Authority Integration** in relation to partnership working that the CCG has appropriate governance arrangements in place for integrated commissioning and that appropriate governance / decision making routes are being followed.

Resolved:

(a)	Integrated Audit and Governance Committee Members noted the progress against the 2018/19 and 2019/20 Internal Audit Plans, and
(b)	Integrated Audit and Governance Committee Members noted the findings of the report in relation to an advisory audit of Local Authority Integration – Partnership working
(c)	It was agreed that the minor recommendations relating to the CiC terms of reference from the audit review would also be included in the updated ToRs.

7.2 COUNTER FRAUD PROGRESS REPORT – FEBRUARY – AUGUST 2019

Nikki Cooper, Counter Fraud Specialist, AuditOne, presented the Counter Fraud Progress Report which provided details of counter fraud work undertaken between 28 February 2019 and 21 August 2019, the main areas of which are summarised below:

Strategic Governance

- The Counter Fraud Annual Report for 2018/19 for Hull CCG had been approved
- The Counter Fraud Workplan for 2019/20 for Hull CCG had been approved
- The Counter Fraud SRT for 2018/19 for Hull CCG had been submitted to the NHS Counter Fraud Authority

Inform and Involve

- Two fraud awareness presentations had been delivered during this period, one at a CCG Board Development session and another at a Council of Members meeting.
- The CCG internet page had been updated with counter fraud information.
- Relevant counter fraud information was routinely sent to all new CCG employees.

Prevent and Deter

- Eight Fraud Intelligence Alerts, aimed at raising awareness, had been shared with relevant staff.

Hold to Account – Investigations

- Details of one closed and four on-going investigations had been provided.

Assurance:

The Board can be assured that the CCG has an approved Counter Fraud Workplan in place for 2019/2020 and can also be assured by the amount of pro-active and deterrent type work that is being undertaken within the CCG.

Resolved:

(a)	IAGC Members noted the content of the Counter Fraud Progress Report for February to August 2019 and the pro-active and deterrent type work that had been carried out in the CCG.
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8. FINANCIAL GOVERNANCE

8.1 FINANCIAL REPORT

The Chief Finance Officer presented the Financial Report for consideration, which provided the summary financial performance for the period 1 April 2019 to 31 July 2019 and the CCG's forecast year end position for 31 March 2020.

Members were advised that the CCG was currently forecasting to achieve a balanced position against the in-year allocation. There was therefore no impact on the CCG's historic surplus of £15.335m which was in line with the 2019/20 financial plan submitted to NHS England.

This year's running cost allocation was £6.196m and the current forecast was that expenditure would be contained within this financial envelope.

Financial Performance

Members were advised that emerging financial trends were appearing in the following areas previously reported, ie:

- Mental Health (forecast overspend £400k)
- Primary Care Delegated Commissioning (forecast underspend £550k)
- Prescribing (forecast underspend £1m)
- Continuing Healthcare (forecast underspend £500k)
- Community Based Service (forecast underspend £450k)

With regard to the area of Other Commissioned Services/Reserves (forecast overspend £2.1m), members were advised that this included a number of additional schemes that had been through the prioritisation panel process and approved by the Planning and Commissioning Committee that were not included in the original financial plan. These included paediatric speech and language therapy, ADHD and community frailty investment.

Better Payment Practice Code (BPPC) (30 day target)

It was reported that Hull CCG’s performance against the BPPC 30 day target to 31 July 2019 was 98.58% on value and 98.17% on number for non NHS invoices and 99.72% and 98.90% on the value and number of non NHS invoices respectively.

Delivery of Quality Innovation Productivity and Prevention (QIPP) targets

The summary of delivery against the QIPP programme for 2019/20 was noted. There had been some under delivery around Complex Patients and it was reported that this area was being closely monitored.

Health and Care Partnership (H&CP) Income and Expenditure Budgets

Members noted the breakdown of the 2019/20 H&CP Partnership Office/Management budget for which Hull CCG were the host.

Debtors and Creditors

There was currently one creditor over 6 months old and over £5,000 for £612k which related to Community Health Partnerships totalling £767k, for which the CCG was awaiting credit notes.

There were four debtors over 6 months old and over £5,000 which totalled £178k the largest of these was for £108.7k which related to NLaG for STP recharges. The Chief Finance Officer advised that this was in the process of being resolved.

Assurance:

The Board can be assured that the CCG is currently forecasting to achieve a balanced position against the in-year allocation. There is therefore no impact on the CCG’s historic surplus of £15.335m which is in line with the 2019/20 financial plan submitted to NHS England.

Resolved:

(a)	Integrated Audit and Governance Committee Members noted the performance for the year to 31 July 2019 and noted the forecast of a balanced in year position, and
(b)	Integrated Audit and Governance Committee Members noted the achievement/forecast of financial targets.

8.2 LOSSES AND SPECIAL PAYMENTS

The Deputy Chief Finance Officer advised that there were no losses or special payments to report.

9. GOVERNANCE

9.1 WAIVING OF PRIME FINANCIAL POLICIES

There were no tender waivers to report to this meeting.

9.2 CORPORATE RISK REGISTER

The Associate Director of Corporate Affairs presented the latest Corporate Risk Register for consideration and approval.

There were currently 27 risks on the CCG Risk Register. Of the 27 risks, 18 had a current risk rating of high or extreme and were included within the report.

Members were advised that, reflecting discussion at previous IAGC meetings, updates had been made to individual risks and a comprehensive review of all risks was currently being undertaken, which had resulted in a re-casting and re-framing of some risks, resulting in extensive updates and changes to overall risk ratings.

Updates to date were highlighted within the report and the following comments were noted:

Risk 902 - CCG practices unable to maintain a resilient primary care workforce – this risk rating had increased from an extreme risk 16 to an extreme risk 20.

Risk 839 - Waiting times for CYP with Autism – this risk had reduced from an extreme risk 15 to a high risk 9 due to waiting times starting to slowly reduce. Jason Stamp expressed concern around this risk rating reducing so quickly and this would be taken back for further review.

Risk 901 - Lack of capacity/capability within the CCG to deliver the Strategic Commissioning Plan for Primary Care – Jason Stamp queried if this was still a high risk and it was agreed that this risk would need to be reviewed with a view to incorporating elements of Risk 901 into Risk 902.

Risk 911 – Delivery of statutory duties – it was queried whether this risk should be broader than Humber FT and if it should relate to all acute/community providers.

Risk 919 - Homecare market in Hull – Jason Stamp expressed concern that this risk, in line with the narrative, should be rated beyond high.

Risk 929 - Insufficient availability of CQC registered Nursing Care Homes in Hull and East Riding – similar concern to the above risk was also expressed.

It was agreed that the above two risks would benefit from further review prior to the next meeting.

It was requested that the following risk be closed:

Risk 922 – The Aligned Incentive Contract (between Hull CCG, ERY CCG and Hull University Teaching Hospitals NHS Trust (HUTHT)). The request to close this risk was due to the fact that it related to the 2018/19 financial year and the on-going demand management/performance risks were reflected elsewhere in the BAF/Risk Register. Members discussed this area and were assured that it would be captured effectively elsewhere and agreed it's removal from the Risk Register.

The following new risk had been added:

Risk 936 – new Safeguarding requirements for Children – Jason Stamp queried why this had been rated as a high risk as the narrative did not support this. The Associate of Corporate Affairs advised that further information would be shared

regarding the impact and likelihood rationale in order to better understand the rationale.

Assurance:

The Board can be assured that systems and processes are in place to identify and manage risks on the Risk Register. The IAGC are kept updated on any movements, provided with the opportunity to review and comment and approve the removal of any risks from the Risk Register.

Resolved:

(a)	The continued work to monitor and update the risks on the Risk Register was noted;
(b)	Members agreed the removal of Risk 922 – The Aligned Incentive Contract (between Hull CCG, ERY CCG and Hull University Teaching Hospitals NHS Trust (HUTHT));
(c)	Further review of the following risks/ratings to be undertaken: <ul style="list-style-type: none"> • Risk 839 – waiting times for CYP with Autism • Risk 901 - delivery of the Strategic Commissioning Plan for Primary Care • Risk 911 – delivery of statutory duties – Humber FT • Risk 919/ – Homecare market in Hull • Risk 929 CQC registered Nursing Care Homes, and
(d)	Impact and likelihood rationale of Risk 936 to be shared with Members.

9.3 BOARD ASSURANCE FRAMEWORK (BAF) 2019/20

The Associate Director of Corporate Affairs presented the current Board Assurance Framework (BAF) for review and comment. The BAF comprised of a total of 23 risks relating to the five strategic objectives of the CCG for 2019/20 and was much more streamlined and focused.

The current BAF presented the updated position against the assessed risks and members were advised that there had been no changes in risk ratings since the previous submission; however, comprehensive progress updates had been provided in each area.

Further focus would be given to the BAF at the next IAGC meeting around the delivery of statutory duties.

Resolved:

(a)	Integrated Audit and Governance Committee Members noted the updated BAF, and
(c)	further focus would be given to the BAF at the next IAGC meeting around the delivery of statutory duties.

Assurance:

The Board can be assured that the IAGC is kept updated on the position against the assessed risks on the BAF 2019/20. Further focus would be given to the BAF at the next IAGC meeting around the delivery of statutory duties.

9.4 FREEDOM OF INFORMATION REQUESTS Q1 REPORT

The Associate Director of Corporate Affairs presented the Freedom of Information (FOI) Q1 Report for consideration, which provided an update on the current position of FOI requests made to NHS Hull CCG from April 2019 to June 2019.

The report provided details of FOI requests received during Q1, along with a summary of requestors. There had been no missed requests during this period and the CCG had been fully compliant with the 20 day response deadline. There had been a small number of exemptions and the reasons for refusal were set out within the report. It was noted that the CCG endeavours to be as open and transparent as possible.

The predominant subject area this quarter had been Primary Care Networks and it was also reported that there had been a spate of FOI requests in relation to the EU Exit.

Assurance:

The Board can be assured that the CCG has a process in place to respond to all Freedom of Information requests received. During the period April 2019 to June 2019 there had been no missed requests and the CCG had been fully compliant with the 20 day response deadline.

Resolved:

(a)	IAGC members noted the contents of the Freedom of Information Requests Q1 Report
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9.5 INDIVIDUAL FUNDING REQUEST (IFR) ANNUAL REPORT 2018/19

Jason Stamp declared a Direct Financial Interest in relation to Item 9.5 with regard to his role with NHS England and work with Specialised Commissioning. The declaration was noted and no further action was considered necessary.

The Chair reminded members that the IFR Annual Report had been due to come to the previous IAGC meeting but had been returned for further work due to its lack of some key information and unacceptable format.

The content of the IFR Annual Report was noted which, although much improved on previous versions, was felt still didn't fully meet the needs of the IAGC.

It was noted that the impact of the implementation of the Value Based Commissioning (VBC) Checker could be seen in the number of triaged cases.

The Chair advised that she would be meeting with Karen Ellis following this meeting to confirm what NECS (North of England Commissioning Support) needed to deliver for the organisation in the IFR Report for 2019/20 and also to timetable its preparation for next year in good time in order for it to be submitted to the IAGC in July 2020 for approval.

IAGC members approved the IFR Annual Report 2018/19, with the caveat that a piece of work needed to be done to deliver a timely Annual Report for 2019/20 that met the CCG's requirements.

Assurance:

The Board can be assured that the CCG had approved the IFR Annual Report 2018/19, with the caveat that a piece of work needed to be done to deliver a timely Annual Report for 2019/20 that met the CCG's requirements.

Resolved:

(a)	The Individual Funding Annual Report for 2018/19 was approved subject to the following caveat,
(b)	a piece of work would need to be done with NECS to deliver a timely Annual IFR Report for 2019/20 that met the CCG's requirements.

9.6 POLICIES

The following updated policies were presented for approval. These policies had required an update in line with the schedule of refresh of policies; updates included organisational changes and housekeeping elements.

9.6.1 COUNTER FRAUD, BRIBERY AND CORRUPTION POLICY

9.6.2 INTERNET USE POLICY

9.6.3 ACCESS TO RECORD POLICY

IAGC members approved the updated policies for Counter Fraud, Bribery and Corruption, Internet Use and Access to Record.

Members were advised that full copies of the above policies and EqIAs were available on request.

Assurance:

The Board can be assured that the CCG regularly reviews and updates its policies. IAGC Members approved the updated policies for Counter Fraud, Bribery and Corruption, Internet Use and Access to Record

The updated policies would be shared with all staff and published on the CCG website.

Resolved:

(a)	The following updated Finance and IG policies were approved by the IAGC: <ul style="list-style-type: none">• Counter Fraud, Bribery and Corruption• Internet Use• Access to Record
(b)	The approved updated policies would be shared with all staff and published on the CCG website.

9.7 PLANNING AND COMMISSIONING COMMITTEE MINUTES - the minutes from the meeting held on 5 July 2019 were noted.

9.8 PRIMARY CARE COMMISSIONING COMMITTEE MINUTES – the approved minutes of the meeting held on 26 April 2019 would be brought to the next meeting.

- 9.9 QUALITY AND PERFORMANCE COMMITTEE MINUTES** – the minutes from the meeting held on 25 June 2019 were noted.
- 9.10 PRIMARY CARE QUALITY AND PERFORMANCE SUB-COMMITTEE MINUTES** – the minutes of the meeting held on 15 May 2019 would be brought to the next meeting.
- 9.11 HEALTH, SAFETY AND SECURITY GROUP MINUTES** – the approved minutes of the meeting held on 26 June 2019 were noted.
- 9.12 INFORMATION GOVERNANCE STEERING GROUP ACTION NOTES** – the action notes from the meeting held on 19 June 2019 were noted.
- 9.13 JOINT EMERGENCY PREPAREDNESS RESILIENCE AND RESPONSE / BUSINESS CONTINUITY MANAGEMENT (EPRR/BCM) GROUP ACTION NOTES** – there were no approved mins available from the meeting held on 12 June 2019.
- 9.14 COMMITTEES IN COMMON MINUTES** – approved minutes from the meeting held on 26 June 2019 would be brought to the next IAGC mtg.
- 9.15 INTEGRATED COMMISSIONING COMMITTEE (COMMITTEES IN COMMON) UPDATED TERMS OF REFERENCE**
The updated Integrated Commissioning Committee (Committees in Common) terms of reference were noted. The minor recommendations to the terms of reference from the internal audit review would also be included prior to the updated ToRs being finalised.

10. GENERAL

10.1 ANY OTHER BUSINESS

There were no items of any other business to report.

10.2 IAGC MEETING DATES 2020/2021

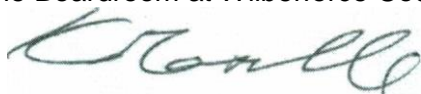
The following IAGC meeting dates for 2020/21 were confirmed and the meeting schedule and report deadlines were noted:

Tuesday 14 Jan 2020
Tuesday 3 March 2020
Tuesday 12 May 2020
Tuesday 7 July 2020
Tuesday 8 September 2020
Tuesday 10 November 2020
Tuesday 12 January 2021
Tuesday 2 March 2021

10.3 DATE AND TIME OF NEXT MEETING

The next meeting of the IAGC will be held on **Tuesday 12 November 2019** at 9.00am in the Boardroom at Wilberforce Court.

Signed:



Chair of the Integrated Audit and Governance Committee

Date: 12 November 2019

Abbreviations

AAL	Annual Audit Letter
ACR	Audit Completion Report
AGS	Annual Governance Statement
AIC	Aligned Incentive Contract
BAF	Board Assurance Framework
BCF	Better Care Fund
CHC	Continuing Healthcare
CHCP	City Healthcare Partnership CIC
CiC	Committees in Common
CoI	Conflicts of Interest
CYP	Children and Young People
DoLS	Deprivation of Liberty Safeguard
EPRR/BCM	Emergency Preparedness Resilience and Response Business Continuity Management
ERY CCG	East Riding of Yorkshire CCG
FoI	Freedom of Information
GDPR	General Data Protection Regulation
HoIAO	Head of Internal Audit Opinion
HS&SG	Health, Safety and Security Group
HUTHT	Hull University Teaching Hospitals NHS Trust
ICC	Integrated Care Centre
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
NAO	National Audit Office
NECS	North of England Commissioning Support
NFI	National Fraud Initiative
NHSE	NHS England
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
SAR	Subject Access Request
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