

TRUST BOARD – 26th October 2021**AUDIT AND ASSURANCE COMMITTEE held 3 September 2021****HIGHLIGHT REPORT**

The key headlines/issues and levels of assurance are set out below, and are graded as follows:

Strength of Assurance	Colour to use in 'Strength of Assurance' column below
Low	Red - there are significant gaps in assurance and/or not properly assured as to the adequacy of action plans/controls
Medium	Amber - there is reasonable level of assurance but some issues identified to be addressed.
High	Green – there are no gaps in assurance and there are adequate action plans/controls

Report	Assurance level*	Committee escalation	ORR Risk Ref
Internal Audit Progress Report	High	<p>One final report, the Mental Health Act had been issued since the last AAC meeting, with a split opinion, significant and limited assurance. This concluded the 2020/21 plan. A number of recommendations had been agreed by leads for completion by December.</p> <p>The committee was assured on the progress being made on the 2021/22 plan.</p> <p>The implementation rate in 2021/22 for follow ups was currently 83%, 15 of 18 actions had been implemented. The Committee noted a slight dip in performance and agreed focus needed to be maintained.</p>	5&54*
External Audit Progress Report	High	<p>Since the last Committee meeting, external audit had concluded its work on VFM, the financial statement audit for 2020/21 and prepared its quarter 1 benchmarking to compare LPT's position in relation to the other NHS Trusts in their portfolio. A summary was received on the planned work going forward.</p>	5&54*
Counter Fraud Progress Report	High	<p>The Committee received the progress report and noted progress, key points included;</p> <ul style="list-style-type: none"> • An uptick in referrals had been seen which was positive. • Two referrals related to the vaccination programme. • Good progress was being made on the functional standard action plan. 	5&54*

Report	Assurance level*	Committee escalation	ORR Risk Ref
Risk Management Arrangements	High	The Committee received an update on risk management arrangements which included; <ul style="list-style-type: none"> • A refresh of the Risk Strategy was being undertaken. • Risk appetite would be the focus of the next Board development session. • Risk training continued led by the new Risk and Assurance Lead. 	5*
Legal and Regulatory Issues	High	The Committee noted there were no legal and regulatory issues to highlight.	5*
Clinical Quality - Patient Safety - Violence and Aggression ToR	High	Draft terms of reference were presented and agreed, the Committee noted the exceptional circumstances for their presentation.	5*
Committee Annual Review Reports	High	The committee was assured on all the Annual Review reports. Reports would be presented to the next meeting of the Trust Board.	5*
Internal and External Audit Follow up of Actions	Medium	The Committee received a summary of the status of internal audit first follow up actions and wasn't fully assured on activity for subsequently follow up of non-implemented items. The Committee was supportive of actions arising from audits being tracked electronically by 360 Assurance using Pentana from quarter 4 2021/22. A different process was being developed for managing External Audit actions which would go live at the same time.	5*
Financial Waivers	High	The Committee noted the financial waivers for the first quarter of 2021/22.	5,& 54
Losses and Special Payments Policy	High	The key update was around reimbursement for staff and patient losses. The policy was approved.	54
Code of Conduct	High	The Committee approved the updated policy but noted it may need to be revised again within a year due to the joint governance programme with NHFT and review of key documents.	5 & 54*
Claims Management Policy	High	The Committee approved the policy which had been updated to reflect current key guidance.	5,& 54*
Chairs of QAC / FPC updates on key issues	High	Key areas of focus included; QAC <ul style="list-style-type: none"> • Workforce pressures on a number of teams. • Use of agency and bank staff. FPC <ul style="list-style-type: none"> • Performance targets and ensuring the Trust had the right basket of metrics in the performance report. 	5*

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		<ul style="list-style-type: none"> • Work taking place to reduce waiting times. • Planning for H2. • The short, medium and longer term strategy for LPT's estate. <p>The Committee was fully assured by updates provided by FPC and QAC chairs.</p>	
Auditor Panel Update	High	The Committee received an update on the progress of the auditor panel, to appoint provision of external audit services once the existing term with KPMG expired. The deadline for receipt of tenders had closed, a number had been received. A tender evaluation meeting would be held on 20 September.	5*

***principal risk(s) shown but will also cover other risk on ORR**

Chair	Darren Hickman
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