

DATE	22 December 2015
REPORT FOR	Trust Board of Directors – PUBLIC
REPORT FROM	Stan Shreeve, Audit Committee Chairman / NED
CONTACT OFFICER	Marcus Hassall, Director of Finance
SUBJECT	Audit Committee Highlight Report – December 2015
BACKGROUND DOCUMENT (IF ANY)	-
REPORT PREVIOUSLY CONSIDERED BY & DATE(S)	The attached summarises the key issues presented to, and discussed by, the Audit Committee at its meeting on 17 December 2015
EXECUTIVE COMMENT (INCLUDING KEY ISSUES OF NOTE OR, WHERE RELEVANT, CONCERN AND / OR NED CHALLENGE THAT THE BOARD NEED TO BE MADE AWARE OF)	N/A
HAVE THE STAFF SIDE BEEN CONSULTED ON THE PROPOSALS?	N/A
HAVE THE RELEVANT SERVICE USERS/CARERS BEEN CONSULTED ON THE PROPOSALS?	N/A
ARE THERE ANY FINANCIAL CONSEQUENCES ARISING FROM THE RECOMMENDATIONS?	As outlined in the main body of the report
IF YES, HAVE THESE BEEN AGREED WITH THE RELEVANT BUDGET HOLDER AND DIRECTOR OF FINANCE, AND HAVE ANY FUNDING ISSUES BEEN RESOLVED?	N/A
ARE THERE ANY LEGAL IMPLICATIONS ARISING FROM THIS PAPER THAT THE BOARD NEED TO BE MADE AWARE OF?	N/A
WHERE RELEVANT, HAS PROPER CONSIDERATION BEEN GIVEN TO THE NHS CONSTITUTION IN ANY DECISIONS OR ACTIONS PROPOSED?	N/A
WHERE RELEVANT, HAS PROPER CONSIDERATION BEEN GIVEN TO SUSTAINABILITY IMPLICATIONS (QUALITY & FINANCIAL) & CLIMATE CHANGE?	N/A
THE PROPOSAL OR ARRANGEMENTS OUTLINED IN THIS PAPER SUPPORT THE ACHIEVEMENT OF THE TRUST OBJECTIVE(S) AND COMPLIANCE WITH THE REGULATORY STANDARDS LISTED	N/A
ACTION REQUIRED BY THE BOARD	To note the report and consider the need for any further actions to address issues highlighted in the report

REPORT TO THE TRUST BOARD – DECEMBER 2015 - PUBLIC
HIGHLIGHT REPORT – AUDIT COMMITTEE

At its meeting on the 17 December 2015 the Audit Committee received reports from Internal Audit, External Audit and Counter Fraud, as well as reports reviewing Losses and Compensations, Hospitality, Gifts and Sponsorship declarations, and Complaints Ombudsman Compensation payments. Issues for highlighting to the Trust Board are as follows:

1. The Committee received and reviewed the updated Sales Representatives Policy. Following discussion of the revised document it was approved by the Committee.
2. Jayne Adamson, HR Improvement Lead further updated the Committee on the development of the Employee Framework Strategy. The Committee were informed of the key areas to be addressed by the framework, its objectives and the programme of work for phase one. Staff retention featured strongly – for every one employee recruited three leave. Big issue!!!
3. The Business Governance Improvement programme is continuing to play a useful role in linking together pieces of work, keeping the focus on the underlying business issues we are striving to address. We have work underway to review the Trust Constitution, and are now into implementation phase for the first new initiatives from the Procurement Strategy. Even more crucially, the Employee Framework is shaping up as a coherent and well-structured piece of work to improve the whole staff management infrastructure. This is vital given the critical nature of our community workforce risk.
4. As part of the programme of follow up from internal audit reports, Karen Fanthorpe attended the meeting to present the updated action plan on Bed Management across the Trust.
5. It was pleasing to note that both Internal Audit reports received, offered Significant Assurance, a helpful rebalancing in advance of the Head of Internal Audit Opinion.
6. Fraud prevention reported two successful convictions (in one week). This is in part good news, as it will no doubt further increase awareness and is a positive illustration of our processes.
7. HMRC investigation – excellent result with one minor reparation required.

Stanley Shreeve FCCA
Audit Committee Chairman
17 December 2015