Effective Oversight: Escalation and Assurance

NHS Bradford District Care NHS Foundation Trust

Report to:	Board of Directors	Meeting date:	29th January
Report from:	Audit Committee	Meeting date:	15th January 2025
Quorate?	Yes ☒ No ☐		
Members present	Simon Lewis, Sally Napper.		
In attendance	Stacey Pearson, Leanne Sobratee, Lee Swift, Salma Younis, Phillip Dunn, Helen Higgs, Sarah Denton, Fran Stead, Bob champion, Tim Rycroft, Claire Risdon.		
Observers	There were no observers present.		
Apologies	Apologies were noted from Chris Malish, Chris Boyne and Mike Woodhead.		

Good Governance	Governance, accountability and effective oversight	GG

Agenda items	- Matters arising: disciplinary/grievance internal audit. - Matter arising: cyber security internal audit - PWC Investigation and Intervention Programme. - Strategic Assurance Report and Supporting items: .1 Strategic Narrative 2. Compliance and Risk Report. - Review of Losses & Special Payments. - Waiver of Standing Orders & Standing Financial Instructions. - Proposed Write off of Outstanding Debt. - External Audit: Technical Update. - Internal Audit: Progress Report and any Follow Up Reports. - Local Counter Fraud Progress Report. - Review of Standard financial Instructions. - Better Lives Charity Annual Accounts. - Annual report & Annual Governance Statement Project Plan. - Year End Accounts Timetable.
Alert items agreed by Committee	Nothing.
Advise items agreed by Committee	- Three findings noted in the Cyber Security internal audit, one flagged as a major risk where one out of ten identified servers were patched within a 3-month period. Work is being done to address the risk and necessary items have been added to the risk register. - Additions to be captured within the next Loses and Special Payment Report in support of learning and thematic analysis. - Work continued to progress well on the internal audit workstream, with reports made outlining that Trust colleagues were engaged well.

better lives, together

	• The Better Lives Charity and supporting external audit work had gone well, was compliant with national requirements, following adoption by the Trust the accounts would be submitted to the Charity Commission.
Assure items agreed by Committee	• Progress made within the Trust on the disciplinary/grievance internal audit findings • Progress made within the Trust on the cyber security internal audit findings. • Work undertaken on the PWC Investigation and Intervention programme, noting work was already underway at the Trust to support sustainability, transformation and improvement. • Work taking place to ensure effective oversight was in place at the Trust, aligned to a review of strategy deployment. • A review of new national guidance (HFMA) on good practice within an NHS Audit Committee, including other benchmarking, had taken place with the findings compared to the Trust Audit Committee to support improvements made. • A self reflection on the Trust Audit Committee had taken place by the Audit Chair and Trust Secretary, using the HFMA checklist. • Review of Losses and Special Payments; Waiver of Standing Order; Proposed Write off of outstand debt processes provided assurance. • External Audit Technical update provided assurance. • Local Counter Fraud update provided assurance. • An update on the production plan and associated timescales for the Trust Annual Report, and Annual Accounts were received, noting compliance with national guidance.
Decisions made by Committee	• **Approved:** The Standard Financial Instructions, and Scheme of Delegation were reviewed and it was agreed to recommend the proposed changes to the Board to be ratified. • **Approved**: Committee agreed that a significant level of assurance in relation to the good governance workstream. • **Approved**: the Better Lives Chairty Annual Accounts. • A private meeting took place where an update on the external audit tender process and proposal was discussed.
New risks identified by Committee	• There were no new risks identified by the Committee.
Feedback following discussion at 'parent' meeting	
Report completed by	Sarah Denton, Executive Assistant	**Date**	**17.01.2025**
On Behalf of Chair	**Simon Lewis, Non-Executive Director**