

**Minutes of the Governance and Audit Committee Meeting
19 April 2012, at 9:30am, Conference Rooms 1 & 2,
2nd floor Linenhall Street, Belfast, BT2 8BS**

Present:

- Mrs J Erskine - Chair
- Mr T Mahaffy - Non Executive Director
- Mrs M Karp - Non Executive Director
- Mr R Orr - Non Executive Director

In Attendance:

- Dr E Rooney - Chief Executive, PHA
- Mr E McClean - Director of Operations
- Miss R Taylor - AD Planning & Operational Services
- Mr P Cummings - Director of Finance, HSCB
- Mr D Linn - Northern Ireland Audit Office
- Ms L Allen - External Audit Manager, Pricewaterhouse Coopers
- Mrs C McKeown - Head of Internal Audit, BSO
- Mr D McAleese - Audit Manager, Internal Audit, BSO
- Mrs P Cullen - AD Nursing, Safety, Quality & Patient/Client Experience
- Mrs C McAuley - Secretariat

Apologies:

- P Porter, M Pitt

		Action
17/12	Declaration of Interest The Chair asked if anyone had interests to declare relevant to any items on the agenda. None were declared.	
18/12	Chair's Business Mrs Erskine welcomed members and noted apologies. She introduced Ms Laura Allen on behalf of Mr Pitt and advised Dr Rooney would be joining today's meeting. Mrs Erskine reminded members to complete and return the audit training record forms at their earliest convenience to the Secretariat. Mrs Erskine apologised to members and advised that the item Emergency Preparedness Update was not available for today's meeting. This item will be brought to the next meeting.	All Chair

19/12	<p>Minutes of previous meeting The minutes of the previous meeting held on 16 February 2012 were agreed subject to one minor amendment on page 4, reference: 10/12, (GAC//07/02/12), 'For noting' to be corrected to 'For Approval'.</p>	
20/12	<p>Matters Arising <u>10/12: Internal Audit</u> <u>Strategy, Charter and Terms of Reference for Internal Audit Partnership Forum (GAC/07/02/12)</u> Mrs McKeown advised she would take forward PHA Staff membership at the next meeting of the Audit Partnership Forum in June.</p>	C McKeown
21/12	<p>Controls Assurance Standards Update (GAC/14/04/12) Miss Taylor presented an update to members on the Controls Assurance Standards arrangements for 2011/12.</p> <p>Miss Taylor advised 15 of the 22 Controls Assurance Standards were applicable to the PHA. Three of these were core standards Financial Management, Governance and Risk Management.</p> <p>Miss Taylor advised the process was now complete for 2011/12 and the PHA had achieved substantive compliance in all Controls Assurance Standards during this period. The report will be submitted to the DHSSPS before the deadline of 27 April 2012.</p> <p>Members noted the Controls Assurance Standards Update.</p>	R Taylor
22/12	<p>PHA Business Continuity Update Mr McClean gave a verbal progress update on PHA Business Continuity.</p> <p>He advised the DHSSPS 2011/12 Risk Management Controls Assurance Standard required all HSC organisations to develop a Corporate Business Continuity Plan (BCP) in line with new BS25999. Significant work has been undertaken including the development of a BCP Statement, Business Impact Assessment Report and revised draft BCP.</p> <p>A half day Desktop Exercise took place at Ormeau Avenue on 20 March 2012, the exercise involved members of the Incident Management Team.</p>	

	Final version of the BCP will be brought to the next GAC and PHA board meeting in June.	E McClean
23/12	<p>Standing Orders (GAC/15/04/12) Mr McClean informed members that the PHA Standing Orders have been reviewed and amended to take account of DHSSPS documents including the Management Statement, Financial Memorandum and The Framework Document as well as relevant Departmental guidance, policy and circulars.</p> <p>Members approved the PHA Standing Orders subject to minor amendment for presentation at PHA board.</p>	E McClean
24/12	<p>Standing Financial Instructions (GAC/16/04/12) Mr McClean informed members that the PHA Standing Financial Instructions have been reviewed and amended to take account of DHSSPS documents including the Management Statement, Financial Memorandum and The Framework Document as well as relevant Departmental guidance, policy and circulars.</p> <p>Members approved the Standing Financial Instructions subject to minor amendment for presentation at PHA board.</p>	E McClean
25/12	<p>Bribery Act Action Plan (GAC/17/04/2012) Mr McClean presented the PHA Draft Anti-bribery Implementation Plan and updated members on the actions to date. He advised an Awareness Training Session was being held following today's meeting.</p> <p>Members approved the Bribery Act Action Plan.</p>	
26/12	<p>Single Tender Actions (GAC/18/04/2012) Miss Taylor informed members the DHSSPS had recently issued a new guidance circular on the management and approval of Single Tender Actions.</p> <p>Miss Taylor advised staff have been notified and this circular and PHA process has been placed on Connect. Members were also asked to approve to inclusion of the Director of Operations in an approval role.</p> <p>The revised Scheme of Delegation giving the Director of</p>	

Operations this approval role will also go to the PHA board for approval.

Members approved the recommendation in respect of Single Tender Actions.

27/12 Scheme of Delegated Authority (GAC/19/04/12)

Mr McClean informed members that under PHA Standing Orders, the PHA are required to have a Schedule of Delegated Authority (SoDA) setting out the names and financial limits for authorised signatories.

Members approved the PHA Scheme of Delegated Authority (SoDA) for presentation to the PHA board.

28/12 Internal Audit

Progress Plan (GAC/20/04/12)

Mrs McKeown gave a progress report on the Internal Audit report since the last meeting. She outlined the findings in respect of the following reports Financial Review, Risk Management, Management of Contracts, Controls Assurance and Information Governance.

Following discussion Mrs Erskine highlighted the importance and need training in governance related areas and for a record of attendance to be held.

Members noted the report.

Review of Approval of Public Health Posts 2011/12

Mrs McKeown advised members that Internal Audit was requested by the Chief Executive of the Public Health Agency to review the process for approving the recruitment of unfunded posts and the current control system for approving and filling vacancies.

She advised the objectives of the review were:

- To investigate the process for approving and filling the three unfunded batches of staff in Health Improvement, Health Protection, Service Development and Screening.
- To examine the current control system around authorisation of vacant posts.

Mrs McKeown provided members with a summary of the

findings.

Members noted the report.

29/12 Head Internal Audit Report (GAC/21/04/12)

Mrs McKeown gave a progress report on the Internal Audit Report for the year ended 31 March 2012. She advised that her overall opinion for the year ended 31 March 2012 is that there is a satisfactory system of internal control mechanisms to meet the PHA objectives.

Members noted the report.

**30/12 Finance
PHA Progress Report to those charged with
Governance (GAC/22/04/12)**

Mr Cummings presented the PHA progress report to those charged with governance to members and summarised the report to members.

Members noted the report.

31/12 Fraud Liaison Update (GAC/23/04/12)

Mr Cummings gave a verbal briefing of the report which detailed no new cases of actual or suspected fraud since the last report to the GAC Committee.

He said the Financial Governance and procedures training sessions including Fraud are nearly completed for the PHA and to date 145 staff have attended, with a further 39 staff having also completed the Fraud Awareness e-learning module.

Members noted the report.

32/12 Draft Statement on Internal Control (GAC/24/04/12)

Mr McClean presented the Statement on Internal Control to members for recommendation for PHA board approval.

Mr Cummings advised that in light of increased Departmental scrutiny on HSC organisations the PHA should review the section on Significant Internal Control, before submitting to the DHSSPS before the deadline of 27 April, 2012.

E McClean

Members approved the Draft Statement on Internal Control subject to any changes being made.

33/12 Draft Annual Report (GAC/25/04/12)

Mr McClean presented the draft Annual Report to members for recommendations for PHA board approval.

Members approved the Draft Annual Report for presentation at the PHA board.

34/12 External Audit Update

Ms Allen on behalf of Mr Pitt advised members an interim audit had been carried out in February, and there were no issues identified but there were items which require follow-up and these would be reported at final audit.

35/12 Patient Client Experience Standards (GAC/26/04/12)

Mrs Cullen joined the meeting.

Mrs Cullen presented the Patient Client Experience Standards report to members and presented key findings of summary of monitoring.

Mrs Cullen advised all Trusts including the NI Ambulance Service adopted these standards during 2009/10 and arrangements were put in to develop methodologies to support their implementation. She said a Regional Working Group has been established to support this development. Mrs Cullen agreed to share the Patient Client Experience Standards Report Action Plans with members at a future meeting of the GAC Committee.

Mrs P Cullen

Members noted the report.

Date, time and venue of next meeting

7 June 2012 at 2:00 pm
Public Health Agency
Conference Rooms 1&2
2nd floor, 12-22 Linehall Street
Belfast BT2 8BS