

**Minutes of the Governance and Audit Committee Meeting
16 February 2012, at 9:30am,
The Conference Room, Public Health Agency,
Ormeau Avenue, Belfast, BT2 8HS**

Present:

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

In Attendance:

- Mr E McClean - Director of Operations
- Miss R Taylor - AD Planning & Operational Services
- Mr D Charles - Internal Audit, BSO
- Mr S Christie - AD Finance, HSCB
- Mr G Christie - Northern Ireland Audit Office
- Mr S Boyd - Pricewaterhouse Coopers
- Mrs P Cullen - AD Nursing, Safety, Quality & Patient/Client Experience
- Mrs C McAuley - Secretariat

Apologies:

- Mr P Cummings, Dr G Waldron

		Action
1/12	Declaration of Interest None were declared.	
2/12	<p>Chair's Business Mrs Erskine welcomed members and noted apologies.</p> <p>Mrs Erskine reminded members to complete and return the audit training record forms at their earliest convenience.</p> <p>Mrs Erskine advised members she had received correspondence from the Chair of Governance and Audit Committee, Business Services Organisation regarding BSO Accounting and Financial Services Service Improvement Plan update. This correspondence was shared with members for information.</p> <p>Mrs Erskine advised members she had attended the Fraud,</p>	All

Finance and Operational Training on 12 January 2012 and shared the presentation with members for information. The training is mandatory for all PHA staff. Mrs Erskine commended Finance and Operations who developed and delivered the training.

3/12 Minutes of previous meeting

The minutes of the previous meeting held on 8 December were agreed.

4/12 Matters Arising

68/11 PHA Whistle blowing Policy

Amendments have been made. The policy is now available on PHA website.

5/12 PHA Corporate Risk Register (GAC/01/02/12)

Miss Taylor presented the PHA Corporate Risk Register quarter ending December 2011 to the meeting for approval. She confirmed the recommendation from the last meeting on the 8 December 2011, to record the date each risk was added to the Register had been actioned. She said the register had been updated at the end of December, 2 risks were removed from the register, 1 was removed totally, whilst the other was de-escalated to Directorate Risk Registers, and 1 new risk was added to the register.

Members approved the Corporate Risk Register for presentation to the next PHA board meeting.

6/12 Information Governance Action Plan Progress Report (GAC/02/02/12)

Miss Taylor presented the PHA Information Governance Action plan update to the meeting for noting. She advised members that a significant amount of progress had been made. She summarised the document and highlighted to members where progress had been made on Data flow analysis, advising that work has commenced, Health Protection division was completed and Operations Directorate was nearing completion. Dates are being scheduled for the remaining Directorates and Divisions.

She said an Information Governance briefing will be brought to the next PHA board meeting along with 2 strategies. She advised the final stages of developing an e-learning platform working with the HSC Leadership

Centre was in progress and this was scheduled for completion by the end of February 2012.

The report was approved to go to PHA board meeting for final approval.

7/12 Information Governance Strategy (GAC/03/02/12)

Miss Taylor presented the PHA Information Governance Strategy to the meeting for noting.

Miss Taylor presented a revised copy of the Information Governance Strategy following slight amendments being made to the document. She advised the Information Governance Strategy covers the 3 year period from April 2012 to March 2015 and would be supported by an annual action plans setting out how it is implemented.

She summarised the documents to members outlining the scope, purpose, benefits, principles and aim and roles.

The report was noted.

8/12 Records Management Strategy (GAC/04/12)

Miss Taylor presented a revised copy of the PHA Records Management Strategy to the meeting for approval.

She advised the Records Management Strategy covers the period from 2012 to 2013/14 and said a significant amount of progress had been made in developing the strategy. She said the purpose of the strategy was to provide a framework for planning, developing and implementing record management policies and procedures which are consistent with legislation and the business requirements of the PHA.

Members approved the Records Management Strategy for presentation at the next PHA board meeting for approval.

9/12 PHA Assurance Framework (GAC/05/02/2012)

Mr McClean presented the PHA Assurance Framework to the meeting for approval. He gave a brief overview of the document advising that the PHA has a duty to carry out its responsibilities within a system of effective control and in line with objectives set by the Minister. This framework will provide the systematic assurances required by the PHA

board on the effectiveness of the system of internal control by highlighting the reporting and monitoring mechanisms.

Members approved the Assurance Framework report for presentation at the PHA board meeting for final approval.

10/12 Internal Audit

Progress Report (GAC/06/02/2012)

Mr Charles gave a progress report on internal audit work update, including the PPI report which was deferred from the last GAC meeting. He confirmed that an audit had been carried out of PPI during October/November 2011 and upon reviewing additional information a satisfactory level of assurance was provided.

Strategy, Charter and Terms of Reference for Internal Audit Partnership Forum (GAC/07/02/12)

Mr Charles presented the strategy, charter and terms of reference for internal audit partnership forum to members for noting.

Mrs Erskine asked if the membership of the Forum could be reviewed to include PHA GAC representation. Mr Charles agreed to take forward Mrs Erskine's comments to Mrs McKeown and provide feedback at the next GAC meeting.

Mr Charles

11/12 Finance

Progress Report on Implementation of Recommendations of the RCTTWG External Auditors Report (GAC/08/02/12)

Mr Christie presented the Progress Report to the meeting for noting. He gave a verbal briefing on the report which summarised the progress against recommendations. He highlighted the following areas of the report, Reliance on third party organisations, Contracts, Records Management Controls Assurance Standards Service and Budget Agreements with Trusts.

The report was noted.

Fraud Policy and Plan (GAC/09/02/12)

Mr Christie presented the fraud policy and plan to the meeting for approval. He gave a verbal briefing and advised the plan was being developed in collaboration with

PHA Operations Directorate.

Members approved the Fraud Policy and Plan for presentation at the next PHA board meeting for approval.

Fraud Report (GAC/10/02/12)

Mr Christie gave a verbal briefing on the report which detailed no live cases of actual or suspected fraud.

The report was noted.

12/12 External Audit Plan (GAC/11/02/12)

Mr Boyd presented the External Audit Plan to the meeting for noting and gave a verbal update. He highlighted timetables and fees, staffing and key risks which included procurement of goods and services, reliance on third party organisation, records management controls assurance standards and implementation of a new fixed asset register.

The report was noted.

13/12 Emergency Preparedness (GAC/12/02/12)

This item was deferred to the next meeting.

Dr Waldron

14/12 Audit Committee Self Assessment

Mrs Erskine presented the National Audit Office, Audit Committee self-assessment checklist to members and asked if members were content, the self-assessment checklist would be forwarded to the DHSSPS before the March deadline. Mrs Erskine thanked members for their co-operation in completing the checklist.

The completed self assessment checklist was approved.

15/12 Learning from SAI's Report (GAC/13/02/12)

Mrs Cullen presented the learning report Serious Adverse incidents for period April 2011 to August 2011 to the meeting for noting. She gave a verbal briefing of the report which included the introduction, background, current arrangements which manage the SAI process and learning from SAI's.

Mrs Erskine thanked Mrs Cullen for her very informative presentation and along with members proposed that the

Learning from SAI's Report could be discussed in greater length and detail at a future PHA board workshop.

The report was noted.

16/12 Schedule of dates for GAC meetings for remainder of 2012

Mrs Erskine tabled a schedule of meeting dates for the remainder of 2012.

Date, time and venue of next meeting

19 April 2012 at 9:30am

Public Health Agency

The Conference Room

Ormeau Avenue

Belfast

BT2 8HS

Signed: _____

Date: 19 April 2012