

**Minutes of the Governance and Audit Committee Meeting  
7 June 2012, at 2 pm, Conference Rooms 1 & 2,  
2<sup>nd</sup> 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:**

- |                  |                                      |
|------------------|--------------------------------------|
| Ms M McMahon     | - Chair, 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       | - Pricewaterhouse Coopers            |
| Mr David Charles | - Internal Audit, BSO                |
| Mr M Pitt        | - Pricewaterhouse Coopers            |
| Mrs C McAuley    | - Secretariat                        |

**Apologies:**

- P Porter, C McKeown

**36/12**

**Declaration of Interest**

The Chair asked if anyone had interests to declare relevant to any items on the agenda. None were declared.

**37/12**

**Chair's Business**

Mrs Erskine welcomed members and noted apologies. She advised Mary McMahon 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. She also proposed a half day training session on Governance be arranged for GAC members early September. Dates to be trawled to members.

The Chair advised she attended the Information Governance Steering Group met on 22 May 2012. The Chair advised the next HSC Audit Chairs Committee

**Action**

All

and DHSSPS meeting will be held on 25 June and she will provide feedback from this at the GAC October meeting.

**38/12 Minutes of previous meeting**

The minutes of the previous meeting held on 19 April 2012 were agreed.

**39/12 Matters Arising**

10/12: Internal Audit

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

The Chair advised the Audit Partnership Forum meeting had not yet taken place.

C McKeown

21/12: Controls Assurance Standards Update

The Chair advised the report had been submitted to the DHSSPS.

**40/12 PHA Annual Report (GAC/27/06/12)**

Mr McClean presented the PHA Annual Report 2011/12 to members for recommendation for PHA board approval. Members recommended the report for board approval subject to minor amendments being made on page 23.

Mr McClean

**41/12 Final Accounts including Statement on Internal Control (GAC/28/06/12)**

Mr Cummings presented the PHA Accounts for the year ended 31 March 2012 and summarised the report to members.

Members recommended the report for PHA board approval.

**42/12 External Audit Report to those charged with Governance (GAC/29/06/12)**

Mr Pitt presented the External Auditor Report to those charged with Governance to members for noting and gave a verbal summary of the report including the key risks identified in the Audit Strategy.

During discussion it was noted that there were no priority 1 findings and that there was significant improvement in relation to reducing the PHA reliance on BSO for its transactional processing. Mr Lynn advised members this document was would be brought back to the October

meeting.

Members recommended the report for PHA board approval.

**43/12 Annual meeting with Auditors (External and Internal) – without officers present.**

Officers left the room for this part of the meeting.

**44/12 Corporate Governance**

**PHA Corporate Risk Register (GAC/30/06/12)**

Mr McClean presented the Corporate Risk Register as at the 31 March 2012 for approval. He confirmed 4 new risks 2 with a 'High' risk grading and 2 with a 'Medium' risk grading had been added to the register.

- Accommodation in Ormeau Baths – high risk
- Facilities Management (including health & safety capacity) – high risk
- Management of Lifeline Contract - medium risk
- Introduction of new Business Services Transformation Project (BSTP) systems – medium risk

Members approved the PHA Corporate Risk Register.

**45/12 Corporate Governance Framework (GAC/31/06/12)**

Miss Taylor presented the Corporate Governance Framework for approval. She gave a brief overview of the framework to members who included the PHA Statutory Framework and the dimensions of governance. She advised the framework document would provide an overview of governance responsibilities and systems within the PHA.

Members approved the Corporate Governance Framework subject to minor amendments on page 6 the listing of organisations (LCGs and Trust to be included) and page 19 Complaints and SAIs to be included.

**46/12 Information Governance Action Plan (GAC/33/06/12)**

Miss Taylor presented the PHA Information Governance Action Plan to the meeting for noting. She summarised the document and highlighted to members where progress had been made on Information Security/Risk Assessments and the action taken on

information assets, information flows in respect of information held, access, storage, transfer and access agreements.

Members noted the report.

**47/12 Internal Audit Plan 2012/13 (GAC/33/06/12)**

Mr Charles presented the revised internal audit plan 2010/11 – 2012/13 to the meeting for approval.

He advised the Head of Internal Audit met with the Audit Committee Chair, Director of Finance and Director of Operations to review and update the Internal Audit Plan for 2012/13. He advised the importance of the Audit Plan remaining flexible and would be kept under regular review.

Members approved the report.

**48/12 Standardisation of Internal Audit Priority Definitions (GAC/34/06/12)**

Mr Charles presented the Audit Committee Briefing Paper – Standardisation of Internal Audit Priority Definitions for noting.

Members noted the report.

**49/12 Business Continuity Plan**

Mr McClean presented the PHA Corporate Business Continuity Plan to members for approval. He summarised the document to members outlining the scope, purpose, activation procedures. He said the plan had been tested on 2 occasions and a desktop exercise had also taken place.

Members approved the report.

**50/12 Emergency Preparedness & Response Annual Report (GAC/36/06/12)**

Dr Wilson joined the meeting.

Dr Wilson presented the Emergency Preparedness & Response Annual Report to members.

She advised the report will be brought to this meeting on an annual basis. She highlighted the work the group has

carried out and highlighted progress made and future work to be carried out.

She said the Joint Response Emergency Plan was agreed by the Senior Management Teams and Boards of both the HSCB and PHA.

Members approved the report.

**51/12 Date, Time and venue of next meeting**

11 October at 10am,  
Public Health Agency  
Conference Rooms 1&2  
2<sup>nd</sup> floor, 12-22 Linenhall Street  
Belfast  
BT2 8BS

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_