

MINUTES

**Minutes of the Governance and Audit Committee
Thursday 6 February 2014 at 10 am,
held in Conference Room, 18 Ormeau Avenue, Belfast,
2nd Floor, Linenhall Street, Belfast, BT2 8HS**

PRESENT:

Mrs Julie Erskine	(Chair)
Mr Thomas Mahaffy	Non-Executive Director
Alderman Paul Porter	Non-Executive Director
Mr Brian Coulter	Non-Executive Director
Mrs Miriam Karp	Non-Executive Director

IN ATTENDANCE:

Mr Edmond McClean	Director of Operations
Miss Rosemary Taylor	AD Planning & Operational Services
Mr Simon Christie	AD Finance, HSCB
Ms Dorinnia Carville	Northern Ireland Audit Office
Mr Martin Pitt	Pricewaterhouse Coopers
Mr David Charles	Internal Audit, BSO
Mr Mark Anderson	Sponsor Branch DHSSPSNI
Ms Una Turbitt	PHA, (for Item 12)
Mrs Cathy McAuley	Secretariat

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| 1/14 | Item 1 – Welcome and Apologies
Mrs Erskine welcomed everyone to the meeting. |
| 2/14 | Item 2 – Declaration of Interests
Mrs Erskine asked if anyone had any interests to declare relevant to any items on the agenda.

None were declared. |
| 3/14 | Item 3 – Chair’s Business
Mrs Erskine advised there would be a change to the membership of the committee following the June |

meeting as she would be standing down as Chair and would be replaced by Mr Brian Coulter.

Mrs Erskine advised members that the Information Governance Steering Group meeting would be held on 26 March 2014 and that she would be attending this meeting.

4/14 Item 4 – Minutes of the GAC Meeting held on 5 December 2013

Members agreed the minutes of the GAC meeting held on 5 December 2013 as an accurate record of the meeting.

5/14 Item 5 – Matters Arising

GAC/59/12/13 – Corporate Business Continuity Plan was approved at the PHA Board Meeting on 19 December 2013.

6/14 Item 6.1 – Corporate Risk Register

Mr McClean presented the Corporate Risk Register as at 31 December 2013 for approval and summarised the report as follows;

One new 'high' risk grading has been added;

- Corporate Risk 30 - Management of the Lifeline Contract.

Two risks have been removed;

- Corporate Risk 19 – Insufficiency of Directorate Staff working regionally to meet programme demands.
- Corporate Risk 24 – Introduction of new BSTP systems (de-escalated to Operations Directorate Risk Register).

One risk 'reduced from high to medium;

- Corporate Risk 18 – Ensuring Continuity of Website Communication.

Mr Coulter asked about risk 25; PHA Accommodation. Mr McClean explained that up until the 31 December 2013 the lease for the new PHA Belfast accommodation had not been signed.

Mrs Karp asked about risk 30; Management of the Lifeline Contract. Mr McClean advised that following discussions with Contact and senior management regarding demand management and Invoicing, it was appropriate to put this item back on to the risk register.

Mrs Karp asked if there were concerns surrounding the quality of service. Mr McClean said that Dr Carolyn Harper had recently commissioned a clinical audit of the Lifeline contract, this was expected to be completed in the near future and the findings will be discussed with Directors.

Mr Christie assured the committee that the Lifeline contract was a high priority and that he was content with the robust contingency arrangements which had been put in place. Mrs Erskine thanked Mr Christie for the assurance given to the committee.

Members approved the Corporate Risk Register.

7/14 Item 6.2 – Review of Standing Orders

Members approved the revised Standing Orders and recommended they are taken forward to the PHA board.

8/14 Item 6.3 – Review of Standing Financial Instructions

Members approved the revised Standing Financial Instructions and recommended they are taken forward to the PHA Board for approval.

9/14 Item 6.4 – Review of PHA Scheme of Delegated Authority

Mr Christie presented the annual review of the Scheme of Delegated Authority (SODA) and summarised the proposed changes. He added this had been updated taking account of the introduction of the new finance system.

Alderman Porter asked if the revised changes would impact negatively on staff profiles. Mr Christie explained the levels of authority were low and would not have any impact on job descriptions or job profiles.

Mr Coulter said he was supportive of the changes. He asked if any risk assessments had been documented. Mr Christie explained that as the changes had no significant impact a risk assessment was not applicable.

Members approved the revised SODA and recommended it to the PHA Board for approval.

10/14 Item 7 – Information Governance Update

Miss Taylor gave a verbal update. She advised that the Information Governance Controls Assurance Standard self assessment was being completed. The PHA has made good progress in information governance however electronic records management will be a gap. A new information governance action plan will be developed and will be brought back to GAC. She added exemption from criteria 18-27 (relating to clinical records) has been requested and confirmation is awaited from DHSSPS.

Miss Taylor added E-Learning training had been rolled out to staff including; Records Managements and Data Protection SIROs and IAO training is being organised regionally.

Members noted the update.

11/14 Item 8 – Internal Audit Progress Report

Mr Charles gave a summary of the progress report and advised the Directorate audit on Finance and Human Resources Management had received a satisfactory level of assurance and that four priority two weaknesses were identified.

Mr Charles added the scope of the audit was to select a sample of approval of annual leave, absence and travel expenses which have to be completed through the manager self-service within (HRTPS) and invoices which have to be approved within the FPL system.

Mr Charles advised the committee that all recommendations had been accepted by management.

Members noted the report.

12/14 Item 9.1 – Report to those Charged with Governance Progress Report

Mr Christie presented the progress report on the implementation of recommendations of the report to those charged with governance and summarised the report to members.

Members noted the report.

13/14 Item 9.2 – Fraud Liaison Officer Report Update

Mr Christie gave a summary of the report which detailed no new cases of suspected fraud reported. He added the existing two cases had been closed resulting in no live cases outstanding at this time.

Members noted the report.

14/14 Item 9.3 – Timetable for the Annual Accounts and Report Process

Mr Christie advised that the Department had not yet issued a circular setting out the timetable for Statutory reporting, auditing, laying and publishing process for 2013/14 covering Annual Accounts, Governance Statement, and the Annual Report. However it is expected that the dates will be similar to last year.

He summarised the working draft timetable and the key dates for PHA. He asked members to note the timetable and process.

Members noted the report and process.

15/15 Item 9.4 – BSTP Update

Mr Christie presented the progress report on BSTP and advised there had been continued improvement in many areas although one area had deteriorated; Human Resources, Payroll, Travel and Subsistence (HRTPS). He added all outstanding areas continue to be kept under review and in particular shared services.

He summarised the report and action plan highlighting

prompt payment he advised that a significant improvement had been made and that processes were in place and that work continued with colleagues in BSO. Other areas highlighted were quality of financial information, efficiency of manual payments, system administration and training.

Alderman Porter expressed concern regarding reliance on shared services and suggested that the Chief Executive of BSO, David Bingham be invited to a future meeting of the committee.

Mrs Erskine acknowledged members concerns and said she would be willing to arrange another meeting with the Chair BSO to raise members concerns.

Mr McClean said he and Mr Christie had met with Mr Paddy Anderson, BSO to highlight numerous concerns.

Mr Christie assured the committee while there are problems, BSO performance has improved over the previous four years, however they are currently working through a very significant change process. Mr Christie has written to the BSO Director of Customer Service.

Members agreed to defer their decision to meet with BSO until after the next meeting.

Members noted the BSTP update.

16/14 Item 10 – External Audit: PHA Strategy

Mr Pitt presented the PHA Audit Strategy to members for noting and gave a verbal update on the audit approach and highlighted the three significant risks Voluntary Organisations, BSTP and procurement.

Members noted the Audit Strategy.

17/14 Item 11 – Audit Committee Self-Assessment Checklist

Mrs Erskine presented the Board Governance Self-Assessment Tool to members for noting and asked for comments to be forwarded to Ms Rosemary Taylor by

All

14 February 2014.

Members noted the Board Governance Self-Assessment checklist.

18/14 Item 12 – SBNI Generic Standards Audit: Section 12, Safeguarding Board (NI) Act 2011

Ms Una Turbitt joined the meeting to give members an overview of the findings from the recent audit.

Ms Turbitt said that the audit which had been conducted had been useful and had flagged up four areas where further actions were required for PHA. These were in the areas of e-learning, training, PHA Safeguarding Policy and PHA's role in campaigns.

Members noted the audit.

19/14 Item 13 – Items to be brought to PHA Board

GAC/02/02/14 – Review of Standing Orders

GAC/03/02/14 – Review of Standing Financial Instructions

GAC/04/02/14 – Review of Scheme of Delegated Authority (SODA)

Mr McClean

20/14 Item 14 – Date of next meeting

Date: 10 April 2014

Time: 10:00 am

Venue: Conference Room 3 & 4
2nd Floor, 12-22 Linenhall Street
Belfast
BT2 8HS

Signed: 

Jule Erskine (Chair) GAC Committee

Date: 10 April 2014

