

Audit Committee

Meetings: The last meeting of the Audit Committee took place on 8 September 2020, and was quorate in line with the Committee's Terms of Reference.

Overview of business – including summary of key issues for Board

The following items of business were undertaken by the Committee:

- **2019/20 Internal Audit Plan for West Hampshire CCG** - Noted the summary controls assurance report which provides the Audit Committee with an update on the emerging Governance, Risk and Internal Control related issues and the progress of TIAA's work at NHS West Hampshire Clinical Commissioning Group as at 1 September 2020. The period covered by this summary controls assurance report was significantly impacted by the Covid-19 pandemic.

It was recommended that during the Covid-19 period it would be prudent for the CCG to compare the policies, procedures and internal control processes in effect during the pandemic against the policies, procedures and internal control processes in effect prior to the onset of the pandemic. The matters identified should be risk assessed so as to gain awareness about where the undetected vulnerabilities may exist so that an informed decision can be made around acceptance of such risk. As a result two additional reviews have been incorporated within the 2020/21 internal audit plan covering in particular financial controls/governance and cyber security.

It was reported that two audit reviews have been completed by internal audit since the last Progress Report and these are:

- Data Security and Protection Toolkit (substantial assurance provided)
- Primary Care Commissioning (reasonable assurance provided)
- **Internal Audit Progress Report 2019/20** - Received an update on progress made with implementing recommendations made by the internal auditors against the CCG's Internal Audit Plan for 2019/20. Attention was drawn to Appendix 1 which provides an update regarding recommendations made within the following internal audit reports previously submitted to the Committee:
 - Business Continuity and Emergency Preparedness Resilience and Response
 - QIPP Delivery – Phase 2
 - Assurance Framework and Risk Management
 - Proactive Review of Continuing Healthcare
 - Primary Care Commissioning NHS England Internal Audit Framework
- Discussed the future operation of the Audit Committee in the context of the CCG merger process.
- Received the external audit report which provides the Audit Committee with a report from Grant Thornton on progress delivering WHCCG responsibilities as its external auditors.

- **Fraud, Bribery and Corruption** – Received a report that presents the Quarter 1 2020/21 progress updates against the Fraud, Bribery and Corruption work plan for NHS West Hampshire CCG and the Covid-19 Risk Assessment which is designed to be a ‘light touch’ approach with the aim of assisting organisation in identifying fraud and security risks during and coming out of the Covid-19 national emergency. A self-assessment has been undertaken against a number of high risk areas which in turn will inform the organisations corporate and local risk registers.
- Received an Information Governance update in respect to all items within the Information Governance (IG) agenda as part of the annual requirement to complete an IG assessment submission. The update included:
 - Internal information Governance Audits - undertaken by the West Hampshire CCG Information Governance Group (IWIGG) Data Custodians and Information Asset Owners (IAOs).
 - Information Governance training scores and training provided - the CCG is currently 58.97% compliant for mandatory IG training.
 - Information Governance risks/incidents - between 1 April–30 June 2020, 9 IG incidents reported.
 - Data Security and Protection Toolkit Update – the Data Security & Protection Toolkit for 2020/21 has now been published.
- Received an update on/details of other corporate governance matters which require the Audit Committee’s attention that included:
 - A Single Tender Waiver has been agreed since the publication of the agenda papers of the last meeting. This relates to the purchase of Dell laptops and business cases, to facilitate home working for staff.
 - Details of contracts awarded to various providers of hotel accommodation within Hampshire and the Isle of Wight, during the Covid-19 major incident.
 - Details of the contract awarded for the supply of rehabilitation beds in Winchester, at the commencement of the Covid-19 major incident (Hobbs)
 - A summary of the West Hampshire CCG Salary Overpayments, as at 31 July 2020.
 - A summary of expenditure incurred by West Hampshire CCG related to losses and compensation payments, as at 31 July 2020.

There are no new items that require escalation to the Board.

Key reference documents

- Minutes of the meeting (attached)

Papers are accessible on Board Packs and are available on request.

Date of next meeting:

9.00am, 10 November 2020

Minutes

Audit Committee

**Minutes of the NHS West Hampshire Clinical Commissioning Group Audit Committee
Microsoft Teams meeting held on Tuesday 08 September at 09.00am.**

Present:	Simon Garlick Judy Gillow Alison Rogers Caroline Ward	Lay Member, Governance – Chair Lay Member, Quality Lay Member Strategy and Finance Lay Member New Technologies and Digital
In attendance:	Clarence Mpofo Jackson Murray Karen Travers Ian Corless Mike Fulford Ellen McNicholas Andrew Short Terry Renshaw	Director of Audit, TIAA Engagement Lead, Grant Thornton Local Counter Fraud Specialist, Hampshire and Isle of Wight Counter Fraud Service Board Secretary/Head of Business Services Chief Operating Officer and Chief Finance Officer Director of Quality (Board Nurse) Deputy Chief Finance Officer, Financial Accounting and Reporting Governance Manager
Apologies:	Aditi Chandramouli Maggie Maclsaac Jackie Zabiela	Engagement Manager, Grant Thornton Chief Executive HIOW Integrated Care System Governance Manager

Summary of Actions

Minute Ref:	Action	Who	By
5.4	Internal Audit Progress Report : QIPP 2-03 Frailty Mid Hampshire project 629 – Provide post meeting note on status of GP prescribing element of the project in order to clarify position.	EM	ASAP
6.3	Future Operation of the Audit Committee: <ul style="list-style-type: none"> TIAA to bring to November meeting a proposal for work programme going forward. Schedule Board seminar discussion to review lean meeting processes and Committee effectiveness. 	CM	02.11.20
6.4		MF/IC	ASAP
	<ul style="list-style-type: none"> Personal Health Budgets – Draft Terms of Reference for audit to November meeting. National Audit on CCG Covid spend – Share the outcome report with the Committee as soon as it is available. 	EM/IC	02.11.20
		MF	ASAP

1.	<u>Welcome, Apologies and Opening Remarks</u>
1.1	Simon Garlick welcomed everyone to the thirty-eighth meeting of the West Hampshire CCG Audit Committee convened via Microsoft Teams and noted the apologies for absence.
1.2	As this meeting is being conducted via video conferencing Simon drew attention to the following meeting etiquette: <ul style="list-style-type: none"> Attendees to be on mute and keep cameras off. This saves broadband width. Only the presenters should have their cameras and microphones enabled. Questions and comments to be added to instant messaging section or by raising of hand. Questions and comments received will be collated by the Governance Team.
2.	<u>Declarations of Interest (Paper AC20/040)</u>
2.1	Simon Garlick directed members of the Audit Committee to the declarations of interest register.
2.2	No specific interests were declared relating to items to be discussed at the meeting. Attention was drawn to the fact that should a conflict arise at any point during the meeting members will need to declare this fact.
2.3	The Audit Committee: <ul style="list-style-type: none"> Received and noted the Register of Interests.
3.	<u>Minutes of the Last Meeting and Matters Arising (Paper AC20/041)</u>
3.1	The Audit Committee received the draft minutes of the meeting held on 22 June 2020.
3.2	<u>Matters Arising</u> – There were no matters arising that were not covered by the action tracker.
3.3	The Audit Committee: <ul style="list-style-type: none"> Approved the Minutes of the meeting held on 22 June 2020 as being a correct record and commended them for signature by the Chairman and onward submission to the Board. Noted that there was no exception report on this occasion.
4.	<u>Action Tracker (Paper AC20/042)</u>
4.1	Simon Garlick introduced paper AC20/042 and the items on the action tracker were reviewed. An update was provided on:
	1. <u>AC19/011 Audit Strategy and Internal Audit Plan: Undertake review of 2 to 3 procurements to check if current procurement activity is taking account of lessons learnt. Clarence Mpofu to speak to Mike Fulford and bring a specification back to the Committee for further consideration</u> – It was reported that fieldwork has been completed and draft report is being prepared.
	2. <u>AC19/015b) Internal Audit Progress Report: Specialised Services/Specialist Commissioning: Circulate note to the Committee outlining potential timescale for the review to be progressed</u> – It was highlighted that action remains open on the action tracker regarding the need to decide when this review

	should be carried out in light of the work which is being done in this area.
	3. <u>AC20/007a) Internal Audit Progress Report : Safeguarding Children Governance</u> – It was reported that issue has been raised. Agreed that issues arising from the safeguarding children report will be reviewed by internal audit. Refer to agenda item 5.1, paper AC20/043 Appendix D.
	4. <u>AC20/007b) Internal Audit Progress Report : Safeguarding Children Governance</u> – It was reported that issue has been raised. Agreed that issues arising from the safeguarding children report will be reviewed by internal audit. Refer to agenda item 5.1, paper AC20/043 Appendix D.
	5. <u>AC20/008 Proactive Review of Continuing Healthcare</u> – It was highlighted that this has been scheduled for review at the September meeting. Refer to agenda item 5.1, paper AC20/043.
4.2	The Audit Committee: <ul style="list-style-type: none"> • Received updates on the actions arising.
5.	<u>Internal Audit Progress Report (June 2020) (Paper AC20/043)</u>
5.1	<p>Clarence Mpofu introduced paper AC20/043 and explained that:</p> <ul style="list-style-type: none"> • This summary controls assurance report provides the Audit Committee with an update on the emerging Governance, Risk and Internal Control related issues and the progress of our work at NHS West Hampshire Clinical Commissioning Group as at 1st September 2020. The period covered by this summary controls assurance report was significantly impacted by the Covid 19 pandemic. • During the Covid-19 period it would be prudent for the CCG to compare the policies, procedures and internal control processes in effect during the pandemic against the policies, procedures and internal control processes in effect prior to the onset of the pandemic. The matters identified should be risk assessed so as to gain awareness about where the undetected vulnerabilities may exist so that an informed decision can be made around acceptance of such risk. As a result two additional reviews have been incorporated within the 2020/21 internal audit plan covering in particular financial controls/ governance and cyber security. <p>It was reported that:</p> <ul style="list-style-type: none"> • Two audit reviews have been completed by internal audit since the last Progress Report and these are included within paper AC20/043 and include: <ul style="list-style-type: none"> ○ Data Security and Protection Toolkit (substantial assurance provided) ○ Primary Care Commissioning (reasonable assurance provided) • Key findings are highlighted within the Summary Progress report, with further details provided within Appendices B1 and B2 respectively. • The progress report also provides an update on the internal audit key performance indicators, the follow-up of recommendations arising from the 2019/20 Safeguarding Children review, and summary of briefings on Developments in Governance, Risk and Control which have been circulated to management.
5.2	<p>As a result of discussion:</p> <ul style="list-style-type: none"> • Attention was drawn to the covering paper that refers to the audit assurance review and risk management arrangements pre and post-Covid and it was questioned if there is any learning attached to that, as aware that there are discussions taking place in various Committees around risks and the need to ensure that none are missed as we move into a time of transition. It was

	<p>responded that this will be an area of focus as work progresses on approach/assessment over the next month.</p> <ul style="list-style-type: none"> • It was highlighted that the Hampshire and Isle of Wight CCGs with West Hampshire CCG and Southampton City CCG are planning to merge on the 1 April 2021 and TIAA have been requested to carry out a merger project governance review. An Audit Planning Memorandum has been shared with respective Chief Finance Officers. It is proposed that this review will be an operational/advisory review to assess the governance arrangements underpinning the project delivery and management of the key merger plan workstreams. It was said that there is understanding around the governance in relation to the merger and clarification was sought if it is going to make recommendations for proposed governance models going forward. It was responded that the intention is to look at a step process around managing the merger and assuring all parties. Statutory CCGs will cease to exist but will require governance arrangements to support the transition period and the new organisation will need a new set of governance arrangements. This will be discussed at the Ways of Working Programme Board on the 9 September 2020. It was reflected that it is good practice in relation to the merger to look at models and share good practice arising from the merger of other CCGs. It was stated that there is a lot of external scrutiny from NHSE on governance models that are put forward and the review of governance arrangements is firmly built into the process. It was reflected that at some point it would be good to view the total governance arrangements going forward. • The Committee welcomed the substantial assurance provided as a result of the Assurance Review of the Data Security and Protection Toolkit. • Attention was drawn to the Assurance Review of Primary Care Commissioning NHSE Internal Audit Framework and it was questioned given the time of the publication of this report is the implementation date of 30 September 2020 realistic. It was responded that if this is cross referenced with paper AC20/044 the Committee will see that the implementation date has been revised to October 2020. • Around the Follow Up of 2019/20 Safeguarding Children’s Review Recommendations and the revised implementation date of 31 March 2021 was questioned in terms of timescale for the delivery of those actions. It was reported that the timescale had been adjusted to take account of a gap in the team following the departure of one of the designated nurses for children’s safeguarding. However, interim cover has just been secured which will enable the work to proceed and timescales can be adjusted. It was suggested that it might be helpful to have completed this work by January 2021 in order that as part of the transition arrangements as we move to a new CCG that we can handover that actions are complete.
5.3	<p><u>Internal Audit Progress Report 2019/20 (Paper AC20/044)</u></p> <p>Paper AC20/044 was received which summarises progress made with implementing recommendations made by the internal auditors against the CCG’s Internal Audit Plan for 2019/20. Appendix 1 provides an update regarding recommendations made within the following internal audit reports previously submitted to the Committee:</p> <ul style="list-style-type: none"> • Business Continuity and Emergency Preparedness Resilience and Response • QIPP Delivery – Phase 2 • Assurance Framework and Risk Management • Proactive Review of Continuing Healthcare • Primary Care Commissioning NHS England Internal Audit Framework <p>It was reported that:</p> <ul style="list-style-type: none"> • At the time of writing eight recommendations are carried forward to the next meeting, including revised deadlines due to Covid-19.

	<ul style="list-style-type: none"> • Recommendations from audits which were noted as completed at previous meetings have been removed from the appendices and are held in a separate log (available on request). • This schedule will be populated as new reports and recommendations are received
5.4	<p>Attention was drawn to QIPP 2-03 Frailty Mid Hampshire Project 629 and it was highlighted that no response had been provided to the GP prescribing element of the project and it was questioned if this is still being progressed or has it been completed. Ellen McNicholas agreed to check the status and provide a post meeting note to clarify the position. (Post Meeting Note: Sentence 670 GP Prescribing full year plan savings £1,842,600 is included in error and will be removed for the next report.)</p> <p>ACTION: Ellen McNicholas</p>
5.5	<p>The Audit Committee:</p> <ul style="list-style-type: none"> • Received and reviewed the progress report against the 2020/21 Annual Internal Audit Plan • Receive the following internal audit reports: <ul style="list-style-type: none"> ○ Data Security and Protection Toolkit ○ Primary Care Commissioning • Noted the progress to implement Internal Audit recommendations for 2019/20. • Agreed the action outlined at paragraph 5.4.
6.	<u>Future Operation of the Audit Committee</u>
6.1	Simon Garlick reflected that the future operating arrangements will be a focus for all corporate committees and Mike Fulford was asked to share current thinking to date.
6.2	Mike Fulford said that we are still working through the process of the merger application which is due to be submitted at the beginning of October 2020. As part of this process engagement with the GP membership is taking place. There are a number of outline processes we need to go through which will include all the governance arrangements. The New Ways of Working Group are progressing this work to enable the new CCG to start in April 2021. The procedure for the appointment of Directors to the new CCG/Integrated Care System executive team Board structure has commenced and will run until mid-October 2020. There is still discussion to be had regarding the transition arrangements as we move into the new organisation and this will be an area of focus at the New Ways of Working Programme Board tomorrow. Discussions will focus on what transition will look like, the close down of existing CCGs and designation/establishment of the new CCG. Until advised differently existing governance arrangements remain in place for the statutory organisations. Work will be undertaken to map through what arrangements will look like until the end of this year.
6.3	<p>As a result of discussion it was:</p> <ul style="list-style-type: none"> • Questioned if this Committee will meet in this format in November. It was responded that business should continue as it does now and Committees are to continue to work within their agreed Terms of Reference. Any proposed changes will need to be taken through CCG Boards before they are implemented. • Highlighted that at the Clinical Governance Committee on the 3 September 2020 Judy Gillow had advised the Committee that they will continue in their accountability role until advised otherwise and that it is anticipated that by the November meeting a draft transition plan will be available for review ready for implementation next year. Reflected that in terms of the merger audit referred

	<p>to in earlier discussions the scope and potentially any findings will inform this process.</p> <ul style="list-style-type: none"> • Stated that : <ul style="list-style-type: none"> • Local Counter Fraud will to continue to support individual organisations and continue with the identified work programmes but there will be a chance to look at opportunities for more joint working across the Partnership CCGs and Southampton City CCG. • In terms of External Audit there will be no change in the near future in terms of the support provided to the statutory bodies. • Internal Audit already have adopted an approach, where practical, to undertake reviews across the three CCGs and are looking to further identify areas where work could be undertaken/processes aligned across HIOW. It was agreed that a proposal will be brought to the November meeting in terms of a work programme for going forward. <p>ACTION: Clarence Mpofu</p> <ul style="list-style-type: none"> • Questioned if there is any value to undertake an audit across CCGs to look at where we are on CAMHS to support the organisations as they come together, as there is the potential for a hiatus of actions. It was responded that due the new arrangements/review process that has been put in place this will accelerate the programme and at this stage it can't be quantified what added value an audit will have. • Raised whether there has been any check and balance during the on-going pandemic phase as we moved into lean meeting arrangements and are we assured that our organisational effectiveness has not been affected in terms of utilising/providing sufficient time to decision making/questioning. It was responded that the internal audit into pre and post-Covid processes will indicate how effective we have been. It was reflected that all lean Committees on an individual basis will be questioning if risk is being sufficiently managed. It was suggested that it will be helpful to schedule some time at a Board Seminar to review the lean operating process and the management of risk during Covid-19. It was agreed that this is important to ensure that we operating safely and quality is being maintained/delivered. <p>ACTION: Mike Fulford/Ian Corless</p> <p>Judy Gillow explained that at the Clinical Governance Committee on the 3 September 2020 she had requested feedback from members on the 'lean' Clinical Governance Committee process, which has now been running for six months. Feedback was that the Committee has been efficient, effective whilst enabling review of clinical risk on an appropriate basis and where anything is not clear it is followed up quickly. The Committee also recognised the work of Ellen and the quality team in the wider sense in support of the meeting for example the succinct and impressive set of reports that are provided.</p> <p>Ellen McNicholas reported that following discussion with Jenny Erwin she has reviewed risk with her senior quality managers and has reviewed streamlined papers and use of SBAR tool to assure the papers and it was identified that one thing we are not currently doing is providing quality data/information on each of our providers. Rather than going back to the previous labour intensive process it has been agreed to look at producing a succinct report on each provider to provide Committee members with additional assurance.</p>
6.4	<p>On concluding this item the Chair suggested that:</p> <ul style="list-style-type: none"> • Following matters arising at other Committees it might be helpful to undertake an audit on Personal Health Budgets (PHBs) in order to look at process and ensure the right checks and balances are in place. It was responded that it would be good to look at this, but we need to be careful regarding the timing as the Policy was only approved by the various Committees in August/September 2020, recognising that the team have been applying/testing the draft Policy it

	<p>has only just been formalised. It was stated that we currently have 136 PHBs in CHC across 5 CCGs with 55 in WHCCG and there is need for us to grow this. Total spend is circa £6m. It was reflected that this is an area worthy of some consideration but recognising that will need to adapt the timing to fit with the introduction of the new Policy. Draft Terms of Reference to be received at 10 November 2020 meeting.</p> <p>ACTION: Ellen McNicholas/Ian Corless</p> <ul style="list-style-type: none"> An audit around primary care additional claims could be beneficial. It was responded that in terms of Covid expenditure WHCCG is one of seven CCGs who have been identified nationally to be audited regarding Covid spend. The national review is to focus on M1-3 spend. Therefore, as a result of this national action it was felt that we will have adequate assurance around this. Feedback on outcome of audit will be provided in due course. It was requested that the Committee receive this as soon as it is available. <p>ACTION: Mike Fulford</p>
6.5	<p>The Audit Committee:</p> <ul style="list-style-type: none"> Discussed the future operation of the Audit Committee. Agreed the actions outlined at paragraph 6.3 and 6.4.
7.	<u>External Audit Report (Paper AC20/045)</u>
7.1	<p>Paper AC20/045 was received which provides the Audit Committee with a report from Grant Thornton on progress in delivering WHCCG responsibilities as its external auditors. It was reported that:</p> <ul style="list-style-type: none"> This paper provides the Audit Committee with a report on progress in delivering our responsibilities as your external auditors. The paper also includes a summary of emerging national issues and developments that may be relevant to you as a CCG. Annual Audit Letter 2019/20 - We issued our audit opinion on the CCG's financial statements in June 2020, in advance of the 25 June deadline. Our final reporting requirement of the 2019/20 audit, the Annual Audit Letter, is attached for information within the paper. 2020/21 Audit - Following the completion of the 2019/20 audit in June 2020 we will now begin to look to the 2020/21 financial year and begin our planning processes for the audit. Our formal work will begin later in the year and in the meantime we will: <ul style="list-style-type: none"> Continue to have regular discussions with management to inform our risk assessment for the 2020/21 financial and value for money audits; Review board papers and latest financial and operational performance reports; and Consider any reports from regulators regarding your clinical/operational effectiveness. We expect to issue our audit plan summarising our approach to the key audit risks early in 2021. We also plan to report any findings from the interim audit to you in our progress report at the March 2021 Audit Committee.
7.2	There were no questions or comments raised.
7.3	<p>The Audit Committee:</p> <ul style="list-style-type: none"> Noted the External Audit Progress Report Received the Annual Audit Letter
8.	<u>Fraud and Security Management (Paper AC20/046)</u>
8.1	Paper AC20/046 was received that presents the quarter 1 2020/21 progress updates

	<p>against the Fraud, Bribery and Corruption Work Plan and the Security Management Work Plan for NHS West Hampshire CCG. The NHS Standard Contract is published by NHS England and Service Condition 24 places an obligation on all commissioners to put in place and maintain appropriate counter fraud and security management arrangements.</p> <p>It was noted that:</p> <ul style="list-style-type: none"> • The NHSCFA have produced a policy document entitled, 'Tackling crime against the NHS – a strategic approach', which details the key principle areas of work that underpin both national and local anti-fraud security management activity. • To meet NHS CFA Standards for commissioners, counter fraud and security management work has been undertaken in each of the four strategic areas. These are: Strategic Governance; Inform and Involve; Prevent and Deter; and Hold to Account. • Fraud, Bribery and Corruption - The quarter 1 2020/21 progress report outlines the key work undertaken since the last Audit Committee meeting and covers the period 1 April 2020 to 30 June 2020. The LCFS has provided a Work Plan Completion Summary at the end of the report which shows that the plan is 20% completed with 60% of tasks in progress; 20% of tasks are not due in this period. • Security Management - The quarter 1 2020/21 progress report outlines the key work undertaken since the last Audit Committee meeting and covers the period 1 April 2020 to 30 June 2020. The LSMS has provided a Work Plan Completion Summary at the end of this report which shows that the plan is 14% completed with 52% of tasks in progress; 33% of tasks are not due in this period. • Covid-19 Risk Assessment - The landscape in regards to crimes committed against the NHS has significantly changed in a very short period of time given the outbreak of the Covid-19 pandemic. In March 2020 the Fraud and Security Management Service issued a document entitled Covid-19 Fraud & Security Risk to all clients. <p>This risk assessment is designed to be a 'light touch' approach with the aim of assisting organisations in identifying fraud and security risks during and coming out of the Covid-19 national emergency. A self-assessment has been undertaken against a number of high risk areas which in turn will inform the organisations corporate and local risk registers.</p> <p>The document was shared with multiple department leads for them to complete in the areas of their specific expertise to minimise the impact on staff time. The LCFS/LSMS has collated responses from identified leads and formally report on the organisations position, as set out in the paper.</p>
8.2	<p>Attention was drawn to the Covid-19 Risk Assessment and the couple of areas that are RAG rated Amber and it was questioned what our response/action plan is for this. It was responded that each section of the report was sent to the relevant lead for comment and their response is highlighted in blue text, where it is proposed that further consideration/action is needed the text is highlighted in red text, resulting in an Amber rating. It was questioned if a considered response is therefore needed from the CCG. The management response was that we are in a good place in respect of this and we have got plans in place to assess therefore we are comfortable with the position we are in.</p>
8.3	<p>The Audit Committee:</p> <ul style="list-style-type: none"> • Noted the quarter 1 progress update against the Fraud, Bribery and Corruption Work Plan 2020/21.

	<ul style="list-style-type: none"> • Noted the quarter 1 progress update against the Security Management Work Plan 2020/21. • Received and reviewed the Covid-19 Fraud and Security Risk Assessment.
9.	<u>Information Governance Update (Paper AC20/047)</u>
9.1	<p>Paper AC20/047 was received which provides and update to the Committee in respect to all items within the Information Governance (IG) agenda as part of the annual requirement to complete an IG assessment submission. The update includes:</p> <ul style="list-style-type: none"> • Internal information Governance Audits - undertaken by the West Hampshire CCG Information Governance Group (IWIGG) Data Custodians and Information Asset Owners (IAOs). • Information Governance training scores and training provided - the CCG is currently 58.97% compliant for mandatory IG training. • Information Governance risks/ incidents - between 1 April–30 June 2020, 9 IG incidents reported. • Data Security and Protection Toolkit Update – the Data Security & Protection Toolkit for 2020/21 has now been published.
9.2	There were no questions or comments.
9.3	<p>The Audit Committee:</p> <ul style="list-style-type: none"> • Received and reviewed the quarter 1 2020/21 Information Governance Update Report.
10.	<u>Other Corporate Governance Matters (Paper AC20/48)</u>
10.1	<p>Paper AC20/048 was received and provides details of other corporate governance matters which require the Audit Committee's attention:</p> <ul style="list-style-type: none"> • A Single Tender Waiver has been agreed since the publication of the agenda papers of the last meeting. This relates to the purchase of Dell laptops and business cases, to facilitate home working for staff. • Details of contracts awarded to various providers of hotel accommodation within Hampshire and the Isle of Wight, during the Covid-19 major incident. • Details of the contract awarded for the supply of rehabilitation beds in Winchester, at the commencement of the Covid-19 major incident (Hobbs) • A summary of the West Hampshire CCG Salary Overpayments, as at 31 July 2020. • A summary of expenditure incurred by West Hampshire CCG related to losses and compensation payments, as at 31 July 2020.
10.2	<p>In respect of the Holiday Inn expenditure it was questioned what our accountability/assurance around this is and are there any checks and balances that we should be doing. It was responded that the checks/assurance falls to the quality team who were in the facility at the beginning on a daily basis checking service level delivery was in line with the contract and monitoring continues. The team has also been involved in the scrutiny of companies providing services. We are aware of some quality issues which we are managing.</p> <p>It was reported that a review has been undertaken in the last 10 days resulting in beds being stood down and contracts not being extended. This action has been taken in moving forward in line with value for money requirements and we are currently looking at resourcing and how we can help the system manage going into winter.</p>

10.3	<p>The Audit Committee:</p> <ul style="list-style-type: none"> • Noted the details of the single tender waivers agreed since the last meeting. • Noted the details of contracts awarded to various providers of hotel accommodation within Hampshire and the Isle of Wight, during the Covid-19 major incident. • Noted the details of the contract awarded for the supply of rehabilitation beds in Winchester, at the commencement of the Covid-19 major incident (Hobbs) • Noted details of salary overpayments, as at 31 July 2020. • Noted details of losses and compensations expenditure, as at 31 July 2020.
11.	<u>Any Other Business</u> – There were no items identified.
11.1	HSJ Value Awards – Ellen McNicholas was pleased to announce that West Hampshire CCG, Wessex Academic Health Science Network, Somerset CCG and Kernow CCG were the winners of the Category System Led or Commissioner Led Service Redesign Initiative for the RESTORE 2 –right care, right place, right time for care home residents. Ellen shared how proud she is of Matthew Richardson and our local team for what they have achieved.
12.	<p><u>Date of Next Meeting</u> – Tuesday 10 November 2020</p> <p>Date of Future Meetings</p> <ul style="list-style-type: none"> • Tuesday 2 February 2021 • Tuesday 16 March 2021 <p>All meetings will take place from 9.30am to 11.30am via Microsoft Teams, unless advised otherwise.</p>
	Simon Garlick declared the meeting closed.

Signed as a true record

Name:

Title:

Signature:

Date: