

Audit Committee Timetable

Prepared by Lee Williams, Head of Financial Accounting

Audit Committee: January 2015

Agenda Item/Issue	June	July	Sept	Nov	Jan	Mar	April
GOVERNANCE							
Review the Assurance Framework	✓	✓	✓	✓	✓	✓	
Any areas of concern from other Governance & Quality committee	✓	✓	✓	✓	✓	✓	
Review arrangements for Governance & Quality committee reporting areas of concern (from March 2014 meeting)						✓	
Review standing orders				✓			
Review standing financial instructions (bi-annually - next due 2015)				✓			
Review powers reserved for the Board (bi-annually - next due 2015)				✓			
Review scheme of delegation (bi-annually - next due 2015)				✓			
Review code of financial procedures (bi-annually - next due 2015)				✓			
Audit Committee Assurance Statement (Audit & Management Letters)						✓	
Review draft Governance Statement							✓
FINANCIAL FOCUS							
Agree write offs >£1k	✓	✓	✓	✓	✓	✓	
Review losses and special payments						✓	✓
Receive and approve Charitable Funds Annual Accounts and External Audit Governance Report					✓		
Review salary overpays (bi-annually)			✓			✓	
Review compliance with nominal roll review			✓			✓	
Review proposed changes to accounting policies						✓	
Review draft annual accounts							✓
Review draft annual report							✓
INTERNAL AUDIT							
Review internal audit progress report	✓	✓	✓	✓	✓	✓	✓
Review internal audit completed reports	✓	✓	✓	✓	✓	✓	✓
Review outstanding internal audit recommendations	✓	✓	✓	✓	✓	✓	✓
Review and approve annual internal audit plan						✓	✓
Review annual internal audit report							✓
Review Head of Internal audit opinion							✓
EXTERNAL AUDIT							
Review external audit progress report	✓	✓	✓	✓	✓	✓	
Review Trust progress on outstanding external audit actions (including Charitable Funds recommendations)	✓		✓	✓		✓	
Agree letter of representation	✓						
Receive Annual Audit Letter		✓					
Receive Annual Governance Report	✓						
Receive Quality Account Governors Report		✓					
Agree external audit fees						✓	
Agree external audit plan						✓	
COUNTER FRAUD - NHS PROTECT							
Review counter fraud progress report	✓	✓	✓	✓	✓	✓	
Receive counter fraud annual report	✓						
Review and approve annual counter fraud plan						✓	
AUDIT COMMITTEE							
Self-assess Committee's effectiveness	✓						
Review Committee's terms of reference					✓		
Approve annual Audit Committee report to go to Trust Board	✓						
Confirm items to be reported to Trust Board	✓	✓	✓	✓	✓	✓	✓
Opportunity for private discussions with internal and external audit	✓	✓	✓	✓	✓	✓	✓
NON STANDARD ITEMS							
Data Quality							
Review the effectiveness of the Local Counter fraud specialist					✓		
Review the effectiveness of internal audit				✓			
Review the effectiveness of external audit				✓			
Update on progress on return to work interviews (from March 2014 meeting)			✓				
Update on the first three specialities re Clinical Coding (from March 2014 meeting)			✓				
Fire Risk Assessment Update (Peter Mellor from June 2014 Meeting - to include Carillion and the Hospital Company)		✓					
Counter Fraud Procurement Risk Assessment (Lee Williams from June 2014 meeting)			✓				
Better Care Fund & Joint Working (Steve Erskine from June 2014 meeting)		✓					
Update on progress on return to work interviews (from November 2014 meeting)						✓	