

**South Tees Hospitals**   
 NHS Foundation Trust

<b>Meeting / Committee</b>	Board of Directors	<b>Meeting Date</b>	29 April 2014
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<b>This paper is for</b>	Action/Decision	Assurance	Information X
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<b>Title</b>	Minutes of an Audit Committee meeting held on 20 March 2014
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<b>Purpose</b>	The purpose of this report is to inform Board members of the debate held at a recent audit committee.
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<b>Summary</b>	<ul style="list-style-type: none"> <li>• Treasury Management Policy</li> <li>• Anti-Fraud Policy</li> </ul>
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<b>Prepared by</b>	David Kirby Sally McMaster	<b>Presented by</b>	David Kirby
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<b>Recommendation</b>	The Board of Directors is asked to note the attached minutes, which were approved by the audit committee on 24 April 2014.
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<b>Implications</b>	Legal X	Financial X	Safety & Quality	Strategic	Risk & Assurance X
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**MINUTES OF THE AUDIT COMMITTEE MEETING  
HELD ON THURSDAY 20 March 2014  
AT 9:30 AM  
IN THE BOARD ROOM,  
THE JAMES COOK UNIVERSITY HOSPITAL**

**PRESENT**

Mr D Kirby	-	Non-Executive Director (Committee Chair)
Mr H Lang	-	Non-Executive Director
Ms H Wallace	-	Non-Executive Director

**IN ATTENDANCE**

Miss K Douglas	-	Senior Manager – PwC
Ms N Holt	-	Interim Assistant Director of Audit - Audit North
Mr S Fallowfield	-	Assistant Director of Audit - Audit North
Mrs S McMaster	-	Senior Administration Officer
Mr C Newton	-	Director of Finance
Mr B Simpson	-	Financial Services Manager
Mrs N Wright	-	Engagement Lead - PwC

**1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mrs C Parnell, Company Secretary/ Executive Assistant to the Chief Executive and Mr J Whitehouse, Director Of Audit – Audit North

**2 TRUST POLICIES****2.1 Treasury Management Policy**

Mr Simpson presented the Report.

Members queried whether the controls/authorisations described in the report also applied to charitable funds.

The Chairman indicated that where Audit Committee approval was sought this should be the final approval prior to policies being enacted or presented to the Board.

**Decision 20Mar14 No01**

- Agreed:

**Decision 20Mar14 No02**

- The Policy was approved subject to any amendments made to the policy by Formal Management Group being subject to a further report to the Audit Committee.

### Decision 20Mar14 No03

- Mr Simpson to report back to the Audit Committee regarding the application of the controls/authorisations to charitable funds.

### 2.2 Anti Fraud Policy

Mr Simpson presented the Report.

Members welcomed the policy which addressed the anti fraud process raised by external audit at a recent Audit Committee.

In discussion members queried why the Trust had not received a green assessment and were interested in the depth of awareness communication/training.

### Decision 20Mar14 No04

- Agreed

### Decision 20Mar14 No05

- The Policy was approved subject to any amendments made to the policy by Formal Management Group being subject to a further report to the Audit Committee.

### Decision 20Mar14 No06

- The Committee to be updated on awareness communication/training in the next Counter Fraud report.

## 3 ANY OTHER BUSINESS

There was no further business to report.

### Decision 20Mar14 No07

- Noted

## 4 FUTURE MEETINGS / WORKSHOPS

- Thursday 20 March 2014 – 10:00 am  
Review of Audit Committee Effectiveness – Workshop
- 24 April 2014 – 09:30 am (Board Room, The Murray Building)
- Monday 12 May 2014 – 09:30 am (Board Room, The Murray Building)  
Informal internal meeting - Annual accounts briefing
- Thursday 22 May 2014 – 01:00 pm (Meeting Room 5, The Murray Building)  
Annual accounts meeting