

CHAIRPERSON'S REPORT

Chairperson's Name	Frank Costello
Committee Name	Corporate Governance Committee
Date of Meeting	21 st February 2012
Name of Receiving Committee	Locality Audit Committee
Date of Receiving Committee Meeting	17 th April 2012
Officer Lead	Julie Southworth

The top 3 risks identified during the meeting & initials of lead with designated responsibility		
1.	Incident Trend reporting from Bridgewater – electronic system	
2.	Reporting to Audit Group	
3.	Equality and Diversity deferred	

Attendance at the meeting*:	Acceptable
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Was the agenda fit for purpose and reflective of the committees Terms of Reference?	Yes
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Narrative report outlining the key issues of the meeting

Minutes for Receipt and Approval: Minutes were received and approved from the previous meeting. The Action Log was checked and progress was noted.

- Urgent Business:** Accountability Agreement to be placed on the agenda for 17th April. Bi-Lateral meeting with GM has taken place. Positive feedback received. Follow up meeting in summer.
- Terms of Reference:** Circulated. Agreed.
- Incident Trend Q3:** Concerns raised around the Bridgewater electronic incident reporting system. Meeting has been set up with Heads of Risk at Bridgewater.
- Board Assurance Framework Q3:** The update for Q3 circulated and discussed.
- Risk Register Progress:** Verbal Update given. All Directorates have responded. Risk Reduction Actions Plans well on the way. Final Update to be brought back to April meeting.
- MIAA:** Internal Audit Progress Report and Internal Audit Follow-up circulated, Highlighted:
 - These papers have already been circulated to Audit Group, however the last meeting was postponed
 - No final papers reported
 - Work in progress now taken place
 - Contract stock take work, received favourably
 - Training on Governance development sessions regarding the CCG Board
 To summarise, there are very few items outstanding and some of these outstanding items will be picked up as part of the IT procurement.
- Business continuity Management:** Business Continuity Plan circulated. Policy will be presented at Residual Functions Meeting on 6th March for final approval.
- Information Governance/FOI:** Information circulated with agenda. NHSALW is signed up to the GM Information Sharing Protocol and the Committee confirmed their continued support for this agreement. Paper related to roles and leads within CCG deferred to April meeting.
- Litigation:** The report was noted and discussed. It was noted that there were no significant financial implications for NHSALW and no recurrence relating to bad practise.
- Equality and Diversity:** Deferred to April meeting.
- Policy Register:** Work in progress
- Policies for Approval:** SUI Policy relating to IG circulated. Policy to be presented at Residual Functions Committee in March for approval. Whistleblowing Policy deferred to April Meeting as Executive Group had requested some additional amendments.

* **Excellent** (well attended) **Acceptable** (some apologies) **Unacceptable** (not quorate)

Agreed actions from the Meeting	Name of lead with designated responsibility for the action/s
Risk Register Back to next meeting	Lynn Mitchell
IT Update needed for April Meeting.	Peter Jenkinson
Information Governance/FOI. Paper relating to role and leads within the CCG. Deferred from February Meeting.	Trish Anderson
Equality and Diversity. Paper relating to roles and leads within the CCG. Deferred from February Meeting	Trish Anderson
HR update needed for April Meeting.	Alison McKenzie-Folan

Chairperson's Additional Comments