



<b>Paper No. SET/48/a/b/c20</b>	
	<b>Tick One ✓</b>
For discussion	
For approval	
For information/noting	✓

**Date of Trust Board Meeting:** 26 August 2020  
**Confidential or Public Agenda:** Public  
**Agenda item:** Report of the Audit Committee meetings held on 22 May 2020 and 26 June 2020.

### 1.0 Introduction

This paper provides a report on the meetings of the Audit Committee held on 22 May 2020 and 26 June 2020 chaired by Mr Brady, Non-Executive Director.

### 2.0 Background information

The Trust Board has five sub committees, one of which is the Audit Committee. All sub committees are required to submit minutes of their meetings to the Trust Board and to highlight any key issues and/or areas of concern.

Normally, the minutes of the Audit Committee are presented to the Trust Board at the next meeting following the Audit Committee i.e. 27 May 2020. However, as the last meeting had detailed discussion on the draft Annual Report and Accounts it was agreed the minutes will not be released until the August Trust Board meeting after the Accounts are laid at the Northern Ireland Assembly.

### 3.0 Brief summary of key points contained in the paper/s

Key issues discussed at the meeting held on 22 May 2020 are detailed below:-

- BSO Provisional Governance Statement to HSC Organisations 2019/20
- Head of Internal Audit Report 2019/20
- Draft Governance Statement
- Briefing Report and Draft Annual Report and Accounts
- Draft Charitable Funds Accounts 2019/20
- Review and update of the Committee’s Terms of Reference and Programme of Work – minor amendments suggested and approved at meeting and forwarded to Trust Board meeting on 27 May 2020
- Draft Report of the Review of the Effectiveness of the Committee 2019/20 – approved at meeting and forwarded to Trust Board meeting on 27 May 2020
- Draft Annual Report of the Audit Committee 2019/20 Report from Internal Audit;
- Audit and Risk Committee new Self-Assessment Checklist
- Notes of the Bi-lateral Meeting with Internal Audit – 6 February 2020
- Notes of the Bi-lateral Meeting with External Audit – 6 February 2020
- Circular HSC (F) 05/2020 – Timetable for 2019/20 Annual Accounts
- Report from Internal Auditors

- Year-End 2019/20 Follow Up Report dated 19 May 2020
- BSO Shared Services Progress Report
- SET IT Cyber Security Report
- Briefing on 2020/21 Internal Audit Position
- Report from External Audit
- Report on Incidents of Theft, Fraud, Bribery and Whistleblowing and NFI Update

Key issues discussed at the meeting held on 26 June 2020 are detailed below:-

- Presentation of the draft Annual Report and Accounts 2019/20 [including the Governance Statement and the Letter of Representation]
- Draft Charitable Funds Accounts and Letter of Representation 2019/20
- National Fraud Initiative: Northern Ireland 2018-20
- Report from the Internal Auditors
- Report from the External Auditors

**4.0 Recommendation/s for the Trust Board (please state if the paper/s is for information/noting or for approval by Board members)**

Trust Board is asked to note the minutes of the meetings held on 22 May 2020 and on 26 June 2020.

**Lead Director:** Mr Noel Brady

**Designation:** Chairman of Audit Committee, Non-Executive Director

**Date:** 20 August 2020