

Private meeting(s) with External Audit			To decide if: <ul style="list-style-type: none"> External Audit has the necessary resources to provide the assurance required by the Committee External Audit has received all necessary cooperation from Trust management and staff External Audit was not restricted in the execution of its duties any key issues and/or disagreements with management were satisfactorily resolved, and/or brought to the attention of the Committee 	For decision	External Auditor / Audit and Assurance Committee		X								X	
OTHER BOARD COMMITTEES						April	May	May	July	October	January	April	May	May		
Assurance Report : Finance and Performance Committee		2	To decide if: <ul style="list-style-type: none"> the Committee operates a codified and well understood approach to assurance the Committee has clear ownership and responsibility for all areas of the Board Assurance Framework (BAF) relevant to the Committee's terms of reference, including the construction and maintenance of those areas of the BAF the Committee has obtained adequate assurance regarding the management of all strategic risks relevant to the Committee's terms of reference the Committee has obtained adequate assurance regarding the management of all other Trust risks scored >= 12 relevant to the Committee's terms of reference the Committee is covering all of its allocated responsibilities during its meeting cycle the Committee is assured as to the quality of data upon which the Committee depends 	For decision	Finance and Performance Committee Chair	X	X		X	X	X	X	X			
Assurance Report: Quality Committee		1,4	To decide if: <ul style="list-style-type: none"> the Committee operates a codified and well understood approach to assurance the Committee has clear ownership and responsibility for all areas of the Board Assurance Framework (BAF) relevant to the Committee's terms of reference, including the construction and maintenance of those areas of the BAF the Committee has obtained adequate assurance regarding the management of all strategic risks relevant to the Committee's terms of reference the Committee has obtained adequate assurance regarding the management of all other Trust risks scored >= 12 relevant to the Committee's terms of reference the Committee is covering all of its allocated responsibilities during its meeting cycle the Committee is assured as to the quality of data upon which the Committee depends and specific to QC: the Trust's clinical strategy and its objectives and risks, and related controls and assurances, are robust clinical risks arising from actual and potential financial pressures are suitably managed so as to protect patient safety 	For decision	Quality Committee Chair	X	X		X	X	X	X	X			
Assurance Report: Workforce Committee		3	To decide if: <ul style="list-style-type: none"> the Committee operates a codified and well understood approach to assurance the Committee has clear ownership and responsibility for all areas of the Board Assurance Framework (BAF) relevant to the Committee's terms of reference, including the construction and maintenance of those areas of the BAF the Committee has obtained adequate assurance regarding the management of all strategic risks relevant to the Committee's terms of reference the Committee has obtained adequate assurance regarding the management of all other Trust risks scored >= 12 relevant to the Committee's terms of reference the Committee is covering all of its allocated responsibilities during its meeting cycle the Committee is assured as to the quality of data upon which the Committee depends 	For decision	Workforce Committee Chair	X	X		X	X	X	X	X			
Assurance Report: Major Projects Committee			To decide if: <ul style="list-style-type: none"> the Committee operates a codified and well understood approach to assurance the Committee has clear ownership and responsibility for all areas of the Board Assurance Framework (BAF) relevant to the Committee's terms of reference, including the construction and maintenance of those areas of the BAF the Committee has obtained adequate assurance regarding the management of all strategic risks relevant to the Committee's terms of reference the Committee has obtained adequate assurance regarding the management of all other Trust risks scored >= 12 relevant to the Committee's terms of reference the Committee is covering all of its allocated responsibilities during its meeting cycle the Committee is assured as to the quality of data upon which the Committee depends 	For decision	Major Projects Committee Chair	X	X		X	X	X	X	x			

Assurance Report: Partnerships Committee		5	To decide if: <ul style="list-style-type: none"> the Committee operates a codified and well understood approach to assurance the Committee has clear ownership and responsibility for all areas of the Board Assurance Framework (BAF) relevant to the Committee's terms of reference, including the construction and maintenance of those areas of the BAF the Committee has obtained adequate assurance regarding the management of all strategic risks relevant to the Committee's terms of reference the Committee has obtained adequate assurance regarding the management of all other Trust risks scored >= 12 relevant to the Committee's terms of reference the Committee is covering all of its allocated responsibilities during its meeting cycle the Committee is assured as to the quality of data upon which the Committee depends 	For decision	Partnerships Committee Chair	X	X		X	X	X	X	X				
Assurance Report: Charitable Funds Committee			To decide if: <ul style="list-style-type: none"> the Committee operates a codified and well understood approach to assurance the Committee has clear ownership and responsibility for all areas of the Board Assurance Framework (BAF) relevant to the Committee's terms of reference, including the construction and maintenance of those areas of the BAF the Committee has obtained adequate assurance regarding the management of all strategic risks relevant to the Committee's terms of reference the Committee has obtained adequate assurance regarding the management of all other Trust risks scored >= 12 relevant to the Committee's terms of reference the Committee is covering all of its allocated responsibilities during its meeting cycle the Committee is assured as to the quality of data upon which the Committee depends 	For decision	Charitable Funds Committee Chair	X	X		X	X	X	X	X				
Annual - Confirmation of Compliance with Terms of Reference			All Committee Chairs (with the exception of Charitables and the Board Nominations and Remuneration Committee) to attend the AAC to confirm how Committee has complied with ToRs.	For decision	Committee Chairs'						X						
Assurance Framework			To decide if the Trust's Assurance Framework is effective, proportionate and appropriate to the Contorls being assured.		Director of Governance and Corporate Affairs	X							X				
Quality Management System		1,4	To decide if the Quality Management System effectively and reliably protects patient and staff interests	For decision	Director of Governance and Corporate Affairs	X							X				
Clinical Audit High Priority Workplan		1,4	To decide if the Clinical Audit High Priority Workplan covers all necessary areas/aspects	For decision	Director of Governance and Corporate Affairs		X							X			
Clinical Audit Annual Report		1,4	To form a judgement regarding the execution of Clinical Audit activity, the results obtained and the actions taken in response	For decision	Director of Governance and Corporate Affairs				X								
Effective management of clinical risks arising from financial pressures. This will be included within the Quality Committee Annual Report to the AA.		1,2,4	To decide if clinical risks arising from financial pressures are suitably managed so as to protect patient safety	For decision	Director of Governance and Corporate Affairs	X							X				
Production of the Quality Accounts		1,4	To form a judgement regarding the rigour of the processes for identifying and defining the services to be reported on and the improvements planned as well as the processes for compiling and interpreting the data used as indicators of performance, and then report to the Board thereon.	For decision	Quality Committee Chair		X							X			
OTHER ASSURANCE FUNCTIONS									April	May	May	July	October	January	April	May	May
Review the findings of, and gain assurance from, other significant assurance functions (including but not limited to: CQC, NHS Resolution, professional bodies) and consider implications for the governance of the Trust			To obtain, as and when available, findings and form a judgement in relation to other assurance functions impacting upon the governance of the Trust	For decision	Director of Governance and Corporate Affairs	X	X	X	X	X	X	X	X	X	X	X	
COUNTER FRAUD									April	May	May	July	October	January	April	May	May
Policies and procedures for all work related to counter fraud, bribery and corruption as required by NHSCFA			To form a judgement as to the appropriateness, effectiveness and reliability of the Trust's Counter Fraud, Bribery and Corruption policies and procedures	For decision	Local Counter Fraud Service		X				X				X		
Counter Fraud Annual Plan			To review and, if appropriate, approve the Counter Fraud Annual Plan	For approval	Local Counter Fraud Service	X									X		
Counter Fraud Self Review Tool			To review and approve the completion of the Counter Fraud Self Review Tool	For decision	Local Counter Fraud Service	X									X		
Counter Fraud Updates			To consider and form a judgement with regard to from Counter Fraud Updates	For decision	Local Counter Fraud Service		X				X				X		
Counter Fraud Annual Report			To review and, if appropriate, approve the Counter Fraud Annual Report	For decision	Local Counter Fraud Service		X								X		
FINANCIAL REPORTING AND CONTROL									April	May	May	July	October	January	April	May	May
Annual Report and Financial Statements			To review the Annual Report and Financial Statements, paying particular attention to: <ul style="list-style-type: none"> key audit risks compliance with relevant requirements going concern assessment changes in accounting standards changes in accounting policies changes in accounting practice changes in estimation techniques significant judgements made in preparing the financial statements significant adjustments resulting for the audit any unadjusted misstatements in the financial statements explanation for significant variances by comparison with management accounts letter(s) of representation and, as and when appropriate, to recommend approval to the Board	For decision	Director of Finance / External Auditor		X	X							X	X	

