

NHS North Cumbria Clinical Commissioning Group
Auditor Panel
Terms of Reference
October 2018

1. Introduction	
<p>The Auditor Panel is established in accordance with Local Audit and Accountability Act, 2014. These terms of reference set out the membership, remit, responsibilities and reporting arrangements and shall have effect as if incorporated into the CCG’s Constitution and Standing Orders.</p> <p>The Panel is a non-executive Committee of the Governing Body and has no executive powers, other than those specifically delegated in these terms of reference.</p> <p>The Panel is authorised by the Governing Body to advise it on the appointment of its external auditors.</p> <p>The Panel is authorised by the Governing Body to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary.</p>	
2. Membership	
Core Membership of the Committee will be:	
Lay Member for Finance and Governance	NHS North Cumbria CCG
Lay Member for Public Engagement	NHS North Cumbria CCG
Lay Member for Quality & Performance	NHS North Cumbria CCG
<p>Meetings will be chaired by the Lay Member for Finance and Governance. In the absence of the Chair a deputy will be nominated prior to the commencement of the meeting. Other officers of the CCG will attend as appropriate.</p>	
3. Panel Support	
<p>The CCG will provide the Panel with support through its Corporate Team.</p> <p>Items for the agenda are to be submitted to the Business Support Assistant for the Panel two weeks prior to the meeting.</p> <p>The Chief Finance Officer will work with the Business Support Assistant to:</p> <ul style="list-style-type: none"> • agree the agenda with Chair; 	

- collate and distribute the agenda and supporting documents;
- take minutes and keep a record of matters arising and issues to be carried forward.

4. Quorum

Quorum shall be two members.

5. Frequency of the meetings

Meetings shall be held as required on such dates and times as to be decided by the Panel. Written notice specifying the business to be transacted shall be circulated at least three clear days prior to the date of the meeting. However subject to the agreement of the Chair a member of the Committee may give written notice of an emergency motion after the issue of the notice of the meeting and agenda, up to one clear day before the time fixed for the meeting. The notice shall state the grounds of urgency. If in order, it shall be declared to the Committee at the commencement of the business of the meeting as an additional item to be included in the agenda. The Chair's decision to include the item or not shall be final.

6. Remit and responsibility of the Panel

The duties of the Panel will be driven by the requirements to appoint the CCG;s external auditors. The Panel shall operate in line with the appointment process detailed in the guidance issued by the Financial Reporting Council, the independent regulator responsible for promoting high quality financial reporting and governance.

In particular, the Panel will:

- Advise the CCG on selection, appointment and removal of the CCG's external auditor and to ensure that the proposed contractual arrangements are appropriate
- Advise the CCG on any proposal by the external auditor to enter into a liability limitation agreement
- Advise the CCG on the purchase of any 'non-audit' services from the external auditors (e.g. consultancy and project management)

Management

The Panel shall request and review reports and positive assurances from directors and managers on the overall arrangements for the appointment of the external auditor.

7. Reporting Structure

The Panel reports to the CCG Governing Body. The minutes of the Auditor Panel meetings shall be submitted to the Governing Body. The Chair of the Panel shall draw to the attention of the Governing Body any issues that require disclosure to the full Governing Body, or require executive action.

8. Policy and best practice

The Panel will apply best practice in decision making processes and shall have full authority to commission any reports or surveys it deems necessary to help it fulfil its obligations.

9. Standards of Business Conduct and Conflicts of Interest

Members of the Committee shall at all times comply with the standards of business conduct and managing conflicts of interest as laid down in the CCG's Constitution and the Business Code of Conduct Policy.

Declarations of interest will be a standing item on all meeting agendas.

Members and attendees who have any direct/indirect financial or personal interest in a specific agenda item will declare their interest. The Chair of the meeting will decide the course of action required, which may include exclusion from participation in the discussion and/or the meeting for the duration of the discussion dealing with the item for which a declaration has been made.

All declarations of interest and actions taken in mitigation will be recorded in the minutes.

10. Conduct of the Panel

The Panel shall conduct its business in accordance with national guidance and relevant codes of conduct / good governance practice.

At least annually the Panel will review its own performance, membership and terms of reference. Any resulting changes to the terms of reference or membership shall be approved by the Governing Body.

11. Approval and Review

Date reviewed: March 2018

Date approved by Committee: March 18

Date approved by Governing Body: October 2018

Date to be reviewed: March 19