

**Extra Ordinary  
Audit Committee  
Held on 26 November 2024  
1200-1230hrs**

via MS Teams

[Chair: Cynthia Conquest, Non-executive Director]

**Unconfirmed**

**MINUTES**

<b>Present</b>		
Mr M Blastland	MB	Non-executive Director
Mrs C Conquest (Chair)	CC	Non-executive Director
<b>In attendance</b>		
Mrs V Bush	VB	Public Governor
Mrs A Colling	AC	Executive Assistant ( <i>minutes</i> )
Mrs S Harrison	SH	Chief Finance Officer (Interim)
Ms E Larcombe	EL	KPMG External Auditors
Mr K Mensa-Bonsu	KMB	Associate Director of Corporate Governance
Mr H McEnroe	HMc	Chief Operating Officer
Mrs E Midlane	EM	Chief Executive
Mrs O Monkhouse	OM	Director of Workforce & Organisation Dev ( <i>to 11am</i> )
Mr A Nyama	AN	Deputy Chief Finance Officer (Interim)
Dr H Perkins	HP	Public Governor
Mr A Raynes	AR	Director of Digital/CIO
Mrs M Sandford	MS	Charity Governance and Engagement Manager
Mr A Winter	AW	BDO, Internal Auditors
<b>Apologies</b>		
Ms D Leacock	DL	Non-executive Director
Ms A Mason-Bell	AMB	BDO, Internal Auditors
Mrs M Screaton	MS	Chief Nurse
Mr J Shortall	JS	Local Counter Fraud, BDO ( <i>to 11am</i> )
Dr I Smith	IS	Medical Director
Mr M Twyford	MT	KPMG, External Auditors

The minutes are noted as per order of discussion, which may differ from Agenda order.

Agenda Item		Action by Whom	Date by When
<b>1</b>	<b>WELCOME, APOLOGIES AND OPENING REMARKS</b>		
24/157	The Chair opened the meeting and apologies were noted as above.		
<b>2</b>	<b>DECLARATIONS OF INTEREST</b>		
24/158	There is a requirement that Board members raise any specific declarations if these arise during discussions. No specific conflicts were identified in relation to matters on the agenda. A summary of standing declarations of interests are appended to these minutes.		

Agenda Item		Action by Whom	Date by When
<b>3</b>	<b>CHARITY ANNUAL REPORT &amp; ACCOUNTS 2023/24</b>		
<b>3.1</b>	<b>ANNUAL REPORT AND ACCOUNTS</b>		
24/159	<p><b>Received:</b> Report to the Audit Committee identifying the changes made to the draft Annual Report and Accounts of the Charity for the year ending 31 March 2024.</p> <p>The Audit Committee is asked to review and recommend to the Trustee Board the revised Annual Report and Accounts of the Charity for the year ending 31 March 2024.</p> <p><b>Reported:</b> SH introduced the reports, noting that the Annual Report &amp; Accounts had been reviewed by the Charitable Funds Committee who recommended these to the Audit Committee and Trustee Board.</p> <p>There is still some testing to complete on the Accounts, as part of the usual process. No issues or exceptions have been identified in the ISA 260.</p> <p>SH thanked the Charity and Finance teams for their work in pulling together the comprehensive Annual Report and Accounts.</p> <p><b>Discussed:</b> CC referred to the cover paper which identified amendments made to the Annual Report &amp; Accounts during the review process, but which did not correlate to updated versions presented to the Charitable Funds Committee and previous Audit Committee meetings; this was confusing and queried whether this report was needed. SH thanked CC for the feedback and will reflect on this for next year.</p> <p>There were no further comments on Accounts and Annual Report.</p> <p><b>Approved:</b> The Audit Committee recommended the Annual Report &amp; Accounts 2023/24 to the Trustee Board for approval at its 5 December 2024 meeting.</p>		
<b>3.2</b>	<b>CHARITY ISA 260</b>		
24/160	<p><b>Received:</b> Charity ISA 260 for the year ended 31 March 2024</p> <p><b>Reported:</b> EL All work is concluded and complete up to final review of legacies, which will be confirmed at the point of sign off. A clean audit opinion will be issued. EL thanked all those involved in reaching this position.</p> <p>The formal submission date is 31 January 2025 and EL confirmed that KPMG would close down and sign off soon after the 5 December Trustee Board approval.</p> <p><b>Noted:</b> The Audit Committee noted the ISA 260.</p>		
<b>3.3</b>	<b>LETTER OF REPRESENTATION</b>		
24/161	<p><b>Received:</b> Letter of Representation for approval.</p>		

Agenda Item		Action by Whom	Date by When
	<p><b>Reported:</b> EL The Letter of Representation is standard with no unusual items</p> <p><b>Discussed:</b> No items were raised.</p> <p><b>Recommended:</b> The Audit Committee recommended the Letter of Representation to the Trustee Board for approval and signature.</p>		
<b>16</b>	<b>ANY OTHER BUSINESS</b>		
24/162	CC thanked all involved in getting the Accounts completed and noted the good co-operation between external audit and the finance team.		
	The meeting finished at 1208hrs.		

**Signed:** .....

**Date:** .....

**Royal Papworth Hospital NHS Foundation Trust  
Extra Ordinary Audit Committee meeting  
26 November 2024**