

Audit Committee
TBAP Trust held at The Bridge
AP Academy on Tuesday 22nd November 2016

Key Points for the Board Meeting

1. Web site – review the Directors declarations of interest. Feedback from the auditors was very positive. Management have responded to the Audit Finding Recommendations.
 - Petty cash - one receipt for £3.20 was not attached to the Petty cash claim form.
 - BT who is the current payroll provider has access to the TBAP TRUST bank account for debiting the monthly salary costing. The issue of BT not confirming what the ad hoc other debits relate to is an ongoing issue .o
 - Gifts and hospitality register to be implemented for gifts and hospitality received and provided.
 - Staff contracts – The Human Resources section will review and ensure the TRUST has signed employment contracts for all staff
2. Strategic Communication Dialogue Policy – a briefing was circulated and discussed. There will be a newsletter for Board Communication. There will be further discussions regarding an App.
3. The Strategic Policy Control Document and Risk Register was updated. There was a review of the closed items on the Risk Register which was updated.
4. The Responsible Officer Report was circulated. The overall conclusion was that the Trust were working towards getting up to date with the new financial year and familiarising themselves with the new financial systems.
5. There was a discussion regarding conflicts of interest for Directors.