



**GIG**  
CYMRU  
**NHS**  
WALES

Bwrdd Iechyd Prifysgol  
Bae Abertawe  
Swansea Bay University  
Health Board



## Audit Committee Work Programme 2019-20

Governance, Risk and Internal Controls								
Agenda Item	Lead	May	May (accounts)	July	Sept.	Nov.	Jan.	March
Review annual governance statement	Director of Corporate Governance	(draft)	(final)					
Review board assurance framework	Director of Corporate Governance			<sup>1</sup>		<sup>2</sup>		
Review the organisational annual report	Director of Corporate Governance	(draft)		(final)				
Review standing orders	Director of Corporate Governance							
Review Audit Committee terms of reference	Director of Corporate Governance							
Review health board risk register	Director of Corporate Governance				<sup>3</sup>			
Review risk management strategy	Director of Corporate Governance							

<sup>1</sup> Deferred to July meeting from May 2019

<sup>2</sup> Item deferred to November's meeting at the request of Chair and Pam Wenger.

<sup>3</sup> At the request of Pam Wenger following July's Committee

Review annual quality statement	Director of Nursing and Patient Experience							
Review governance work programme	Director of Corporate Governance			4				
Guardian Service	Director of Workforce and OD					5		
Guardian Service Annual Report	Director of Workforce and OD	6						
PADR Compliance Update	Director of Workforce and OD					7		
Safe Water Management Update	Director of Nursing and Patient Experience and Chief Operating Officer					8		
National Data Centre Incident	Director of Corporate Governance					9		
WAST Handover Follow Up Review	Chief Operating Officers					10		
Long Waiters Update	Associate Director of Performance					11		
Capital Systems : Financial Safeguarding Report Update	Chief Operating Officer and Director of Strategy							12

## Financial Focus

<sup>4</sup> Deferred to July's meeting from May.

<sup>5</sup> As requested at the July meeting – update required in November.

<sup>6</sup> As requested at the July meeting – Guardian Service Annual Report required in April/May each year.

<sup>7</sup> Update required in November as requested at July's meeting.

<sup>8</sup> Update required in November as requested at July's meeting - following discussions at the Health and Safety Committee.

<sup>9</sup> As requested by Director of Corporate Governance

<sup>10</sup> As requested by Director of Corporate Governance

<sup>11</sup> Discussion at March's committee – to be considered at Quality and Safety Committee and brought to AC in November.

<sup>12</sup> Item requested at November's meeting – deferred until March 2020

<i>Agenda Item</i>	<i>Lead</i>	<i>May</i>	<i>May (special meeting)</i>	<i>July</i>	<i>Sept.</i>	<i>Nov.</i>	<i>Jan.</i>	<i>March</i>
Agree annual accounts timetable and plan	Director of Finance							
Review annual accounts	Director of Finance	(draft)	(final)					
Receive remuneration and staff report	Director of Finance	(draft)	(final)					
Receive financial control procedure review plan	Director of Finance							
Receive finance update	Director of Finance							
Review losses and special payments	Director of Finance							
Review audit registers and status of recommendations	Director of Corporate Governance							
NWSSP Procurement: single tender actions and quotations	Director of Finance			13				
<b>Internal Audit</b>								
Review and approve annual plan (to include the charter)	Head of Internal Audit							
Receive internal audit opinion and annual report	Head of Internal Audit	(draft)	(final)					
Review progress reports	Head of Internal Audit							
Review audit assignment summary report	Head of Internal Audit							
Receive PPV reports	Director of Finance			14				
<b>External Audit</b>								

<sup>13</sup> Deferred to July Meeting

<sup>14</sup> As requested at July's meeting, item to be received at the Committee on an annual basis going forward.

<i>Agenda Item</i>	<i>Lead</i>	<i>May</i>	<i>May (special meeting)</i>	<i>July</i>	<i>Sept.</i>	<i>Nov.</i>	<i>Jan.</i>	<i>March</i>
Agree plan and fees	Wales Audit Office							
Receive annual audit report	Wales Audit Office							
Receive structured assessment	Wales Audit Office							
Audit of financial statements	Wales Audit Office	(draft)	(final)					
Review performance and progress reports	Wales Audit Office							
Management Responses for WBFGA, PSB and ICF Reports	Director of Strategy							15
<b>Clinical Audit</b>								
Review mid-year progress report	Medical Director							
Receive annual report	Medical Director					16		
Clinical Audit and Outcome Review Plan	Medical Director					17		
<b>Counter Fraud and Security</b>								
Review and approve annual plan	Lead Counter Fraud Specialist							
Receive annual report (to include the self-assessment against NHS protect standards <sup>18</sup> )	Lead Counter Fraud Specialist							
Review progress reports	Lead Counter Fraud Specialist							

## Assurance Reports for Information

<sup>15</sup> Item requested at the November Committee, deferral until March 2020.

<sup>16</sup> Item deferred to November's committee as requested by Richard Evans.

<sup>17</sup> Item deferred to November's committee as requested by Richard Evans.

<sup>18</sup> To be included as part of the Annual Report as discussed with Len Cozens

<i>Agenda Item</i>	<i>Lead</i>	<i>May</i>	<i>May (special meeting)</i>	<i>July</i>	<i>Sept.</i>	<i>Nov.</i>	<i>Jan.</i>	<i>March</i>
Review effectiveness of audit	Chair							
Receive Audit Committee annual report	Director of Finance	(draft)	(final)					
Receive declarations of interest register	Director of Corporate Governance							
Receive hospitality register	Director of Corporate Governance							
Receive information governance board updates	Director of Corporate Governance							
Receive SIRO annual report	Director of Corporate Governance				(final)			
Receive minutes of hosted agencies	Director of Corporate Governance							
Hosted Agencies Annual Reports	Director of Corporate Governance	<sup>19</sup>						

<sup>19</sup> As agreed at the July Committee