Audit Committee Work Programme 2018/19

Governance, Risk and Internal Controls									
Agenda Item	*Lead*	*April 2018*	*May 2018*	*May 2018 (accounts)*	*July 2018*	*Sept. 2018*	*Nov. 2018*	*Jan. 2019*	*March 2019*
Review annual governance statement	Director of Corporate Governance		(draft)	(final)					
Review board assurance framework	Director of Corporate Governance								
Review the organisational annual report	Director of Corporate Governance				Virtual				
Review standing orders	Director of Corporate Governance								
Review Audit Committee terms of reference	Director of Corporate Governance								
Review corporate risk register	Director of Nursing and Patient Experience								
Review risk management system	Director of Nursing and Patient Experience								
Review annual quality statement	Director of Nursing and Patient Experience				Virtual				

Financial Focus									
Agenda Item	*Lead*	*April 2018*	*May 2018*	*May 2018 (special meeting)*	*July 2018*	*Sept. 2018*	*Nov. 2018*	*Jan. 2019*	*March 2019*
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 Bridgend Clinic trading account	Director of Finance								
Receive summary on capital contracts and consultant appointments	Director of Finance								
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 Finance								
NWSSP Procurement: single tender actions and quotations	Director of Finance								
NWSSP Procurement: contract extenstions	Director of Finance								

Internal Audit									
Agenda Item	*Lead*	*April 2018*	*May 2018*	*May 2018 (special meeting)*	*July 2018*	*Sept. 2018*	*Nov. 2018*	*Jan. 2019*	*March 2019*
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								
External Audit									
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								
Review performance and progress reports	Wales Audit Office								
Consultant contract follow-up: management response update	Medical Director								
Clincial Audit									
Review mid-year progress report	Medical Director								
Receive annual report	Medical Director								

Counter Fraud and Security									
Agenda Item	*Lead*	*April 2018*	*May 2018*	*May 2018 (special meeting)*	*July 2018*	*Sept. 2018*	*Nov. 2018*	*Jan. 2019*	*March 2019*
Review and approve annual plan	Lead Counter Fraud Specialist								
Receive annual report	Lead Counter Fraud Specialist								
Review self-assessment against NHS protect standards	Lead Counter Fraud Specialist								
Review progress reports	Lead Counter Fraud Specialist								
Assurance Reports for Information									
Annual report of Quality and Safety Committee	Director of Nursing and Patient Experience								
Review effectiveness of audit	Chair								
Receive Audit Committee annual report	Director of Finance		(draft)	(final)					
Recieve declarations of interest register	Director of Corporate Governance								
Receive hospitality register	Director of Corporate Governance								
Receive information governance board updates	Medical Director								
Receive SIRO annual report	Medical Director								
Receive minutes of hosted agencies sub-committees	Director of Corporate Governance								