

Audit and Corporate Governance Committee Work Plan 2024-2025

Category	Item	Exec Lead	Approval Route	May	July	Sept	Jan	Mar	Purpose of the report	
Annual Reporting	Accountability Report 2023/24	Board Secretary and Head of Board Business Unit	BET	✓					To consider the report in draft form in May, prior to submission to AW	
			BET		✓				To recommend the final version to the Board (July) for approval in July.	
	Annual Financial Statements and Accounts 2023/24	Deputy Chief Executive, Executive Director Operations and Finance	Exec Lead	✓					To consider the accounts in draft	
	Annual Accounts & Accountability Report Timetable 2024/25		Exec Lead		✓				To recommend the final version to the Board for approval in July.	
		Exec Lead				✓	✓	For assurance that the Trust has an appropriate plan in place for the production of the Financial Statements and Accountability Report for 2024/25, in line with the statutory deadlines.		
Information Governance	Information Governance Assurance Quarterly Reports	Executive Director Quality, Nursing and Allied Health Professionals	BET	✓		✓	✓	✓	For assurance that the Information Governance Management System is working effectively. to include combined report on records management, data breaches	
Joint Working	Joint Working Framework	Board Secretary and Head of Board Business Unit	BET			✓	✓		For assurance that appropriate arrangements in place for the approval, monitoring and updating of Joint Working Agreements , e.g. Memorandums of Understanding, Service level agreements.	
	NHS Executive Annual Assurance Statement (2023/24)		BET	✓					For assurance that any arrangements hosted by Public Health Wales, are complying with the provisions of the Hosting Agreement	
Audit	Audit Recommendations Tracker	Board Secretary and Head of Board Business Unit	LT	✓		✓	✓	✓	Oversight of the internal and external audit log, for assurance on progress and timeliness of the implementation of actions identified through audit activity.	
	Head of Internal Audit Opinion and Annual Report 2023/24		Exec Lead	✓	✓				An annual assurance opinion, to contribute to the assurances available to the Chief Executive as Accountable Officer and the Board which underpin the Board's own assessment of the effectiveness of the system of internal control.	
	Internal Audit Progress Report		Exec Lead	✓		✓	✓	✓	To provide the Committee with an update with the current and planned internal Audit work, and relevant progress with the Internal Audit Work Plan.	
	Internal Audit Reports		Exec Lead	✓	✓	✓	✓	✓	ACGC receives all final reports following audit reviews, including the results of internal and external audit, for assurance on the adequacy of executive and managements response to issues identified by audit, inspection and other assurance activity, and to have oversight of the implementation of actions resulting from such reviews. Refer Audit Activity Plan for full details of planned activity for 2024/25.	
	Draft Internal Audit Work Plan 2025/26		BET						✓	To consider the Internal audit planned activity for 2024/25 and provide feedback.
	Internal Audit Work Plan 2024/25		BET	✓						For approval of the Internal audit planned activity for 2024/25. The report details the audits to be undertaken and an analysis of the corresponding resources, and the Internal Audit Charter which defines the over-arching purpose, authority and responsibility of Internal Audit and the Key Performance Indicators for the service.
	Limited Assurance Reports		BET	✓						Where there is a limited assurance report in year, a progress update will be provided at each following meeting until actions resolved.
	Audit Wales Progress Report		Exec Lead	✓			✓	✓	✓	To provide the Committee with an update on current and planned Audit Wales work
	Audit Wales: Annual Audit Report 2025/26		Exec Lead					✓	✓	For assurance as part of the Committee's consideration of the Annual Financial Statements and Accounts, and accountability Report.
	Annual Opinion (ISA 260)		Exec Lead			✓				For assurance as part of the Committee's consideration of the Annual Financial Statements and Accounts, and accountability Report.
Audit Wales Work Plan 2025/26	Exec Lead						✓	To set out the planned work to be undertake by Audit Wales during 2025/6 to discharge statutory responsibilities as PHW's external auditor and to fulfil AW's obligations under the Code of Audit Practice.		

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	External Audit Reports		BET	✓	✓	✓	✓	✓	ACGC receives all final reports following audit reviews, including the results of internal and external audit, for assurance on the adequacy of executive and managements response to issues identified by audit, inspection and other assurance activity, and to have oversight of the implementation of actions resulting from such reviews. Refer Audit Activity Plan for full details of planned activity for 2024/25.	
	Quality and Clinical Audit Plan 2023/24		LT			✓			For assurance on the overall system in place for clinical audit to ensure that there is an effective clinical audit function. **The Quality, Safety and Improvement Committee will seek more detail on the clinical outcomes and improvements made as a result of clinical audit	
Counter Fraud	Counter Fraud Progress Report	Deputy Chief Executive, Executive Director Operations and Finance	Exec Lead	✓		✓	✓	✓	Quarterly update on Counter Fraud activity for assurance.	
	Counter Fraud Annual Report		Exec Lead	✓					For assurance of an effective counter fraud service that meets the standards set for the provision of counter fraud, as set out in National Assembly for Wales Directions and as required by the Counter Fraud and Security Management Service arrangements	
	Counter Fraud Work Plan		Exec Lead	✓					to set out the planned work to be undertake by Counter Fraud for 2024/25	
	Work Plan 2025/26		Exec Lead					✓	to set out the planned work to be undertake by Counter Fraud for 2024/25	
Cyber Security	Cyber Security Update	Deputy Chief Executive, Executive Director Operations and Finance				✓	✓	For assurance on the management of Cyber security within the organisation.		
Finance / Procurement	Losses and Special Payments Report	Deputy Chief Executive, Executive Director Operations and Finance		✓		✓	✓	✓	For assurance managed in accordance with SFIs / procedure	
	Procurement Report			✓		✓	✓	✓	For assurance managed in accordance with SFIs / procedure	
	Review of Potential Debt Write Offs						✓		Approve any debt write offs.	
Managing Risk	Strategic Risk	Executive Director Quality, Nursing and Allied Health Professionals	BET	✓		✓	✓	✓	For assurance that risks within the remit of the Committee are management appropriately	
	Corporate Risk Register		LT	✓		✓	✓	✓		
	Risk Development Plan Update		BET			✓	✓		For assurance on the approach to risk and the progress in delivering the RDP	
	Annual Review of Risk Framework		BET	✓					Annual assurance that there is an appropriate system of risk in place within the organisation.	
Governance & Accountability	Summary of policies Bi-Annual Update	Board Secretary and Head of Board Business Unit	LT	✓		✓			For assurance on the prioritisation and progress being made to review policies, procedures and other written control documents within the remit of the Committee and to approve any policies and procedures proposed to be removed from the register.	
	Policies for approval (as required)		LT	✓	✓	✓	✓	✓	To approve policies and procedures within its remit, as outlined in the Policy, Procedure and other written control documents Policy.	
	Standing Orders / and Scheme of Delegation		BET	✓					✓	To review the SOs and recommend any changes to Board
	Board Assurance Framework Governance Bi Annual Update Report		BET	✓						To review the BAF and recommend any changes to Board
	To include: Declarations of Interest, Gifts & Hospitality Register WHCs Policy		Exec Lead			✓			✓	To ensure appropriate management of Corporate Governance Elements listed.
	Compliance with the Code of Governance Self Assessment		Exec Lead						✓	Review self assessment that the organisation complies with the code.
	Committee Annual Report		Exec Lead	✓						For recommendation to Board, to provide assurance that the Committee is fulfilling its terms of reference.
	Review of Committee Effectiveness		Exec Lead	✓						As part of the overall Board and Committee Performance and Effectiveness review, the Committee will consider the outcomes of the Committee effectiveness survey, and identify any areas of improvement for the following year.
	Committee Terms of Reference Review		BET	✓						For recommendation to Board on any proposed changes to the Committee's Terms of reference. (As required under Standing Orders)
	Committee Work Plan		Exec Lead	✓	✓	✓	✓	✓	✓	For information, and for assurance that the Committee is fulfilling its terms of reference.

Changes from last meeting (shown in red):
Standing Orders were reviewed in March 2025.