

 GIG CYMRU NHS WALES	Iechyd Cyhoeddus Cymru Public Health Wales	Name of Meeting Board
		Date of Meeting 28 May 2020
		Agenda item 4.7.1.280520

Composite Committee report for Board

Reporting Committee	Chair	Lead Executive Director	Date of last meeting
Audit and Corporate Governance Committee	Dyfed Edwards	Huw George, Deputy CEO and Executive Director Operations and Finance	18 May 2020

Summary of key matters considered by the Committee and any related decisions made.

Audit and Corporate Governance Committee:

The Committee considered the following key matters:

Internal Audit:

- Noted the Reasonable Assurance rating that was provided within the report of the **Head of Internal Audit Opinion and Annual Report 2019/20**;
- Received the '**Core Financials**' and '**Board and Committee Governance**' Internal Audit Final Reports, which had both received a **Substantial Assurance** rating;
- Received the '**Final Internal Audit Plan 20/21**'; and
- Monitored progress with the **internal audit action log**, noting updates were not able to be provided on many actions due to the ongoing response to COVID-19. The Committee discussed how best to manage the risk of high priority actions and those actions from limited assurance reports.

Counter Fraud

- Took assurance from the '**Counter Fraud Progress Report**' up to 31st March 2020' which provided the current position for Counter Fraud cases; and
- Took assurance from the '**Counter Fraud Annual Report**'.

Finance

- Received a verbal update on the **Finance Performance Report**, and were informed the Board had received month 12 with the inclusion of the COVID expenditure and also a procurement report which included Single Tender Actions which had been taken in respect of COVID activity;
- Took assurance from the **procurement Report** of decisions being taken in line with standing financial instructions; and
- Took assurance the **Losses and Special Payments Report** of decisions being taken in line with standing financial instructions.

Summary of key matters considered by the Committee and any related decisions made.

Risk and Governance:

- The Committee noted the temporary **variations to Standing Orders and Standard Financial Instructions** that were approved by the Board on 26 March 2020 and 30 April 2020 respectively;
- Took assurance that the organisation was reviewing all **Information Governance** risks and incidents which had been remitted to this Committee due to the suspension of the Knowledge, Research and Information Committee;
- Noted the **Reports Circulated outside of meetings** taking assurance that all reports had been reviewed and ratified as per the correct governance procedures; and
- Discussed the **Strategic Risk Register** and the **Corporate Risk Register** and took assurance on the organisations management of risk.

Key risks and issues/matters of concern of which the board needs to be made aware:

Audit and Corporate Governance Committee

The Committee considered and provided comment on the sections of the **Draft Annual Report 2019/20** at a draft stage prior to submission to Audit Wales:

- Received the '**Draft Accountability Report 2019/20**' which was divided into two components, the 'Draft Annual Governance Statement' and the 'Draft Remuneration and Staff Report'.
- Received a presentation outlining the process undertaken to produce the **Annual Account**.

The Annual Accounts and the Draft Accountability Report are to be finalised and submitted to Audit Wales prior to final approval at by the Board on 25 June 2020.

Limited Assurance Internal Audit Report

The Committee received the '**Personal Development/My Contribution**' Internal Audit Final Report, which had received a **Limited Assurance rating**.

The review had been focused on non-medical staff through the my personal development / my contribution process. The Committee noted the significance of this for whole of organisation and that it was essential for way we want to progress and develop our people in PHW.

It was suggested that the Local Partnership Forum be involvement with the implementation of the recommendations.

It was also suggested that My Contribution matters be included within the scope of the Diabetic Eye Screening Audit Review due to take place next year when the audit resumes.

Key risks and issues/matters of concern of which the board needs to be made aware:

The actions to address the recommendations would be put into an action plan and would be addressed through the Executive Team. The Committee agreed to review progress against the action plan at Committee within 6 months.

Delegated action taken by committees:**Audit and Corporate Governance Committee:**

The Committee considered the content of the **Draft Audit and Corporate Governance Committee Annual Report 2019/20** and were assured that the report appropriately covered the work undertaken by the Committee in 2019/20.

The Committee approved the report for submission to the Board for assurance that the Committee is fulfilling its roles and responsibilities within its terms of reference.

Unconfirmed Minutes for Audit and Corporate Governance Committee are available on request.

Previously confirmed minutes can be found on the website at <https://phw.nhs.wales/about-us/board-and-executive-team/board-committees/>

Date of next Committee meetings

Following the decision to cancel all non-essential meetings, Audit and Corporate Governance Committee; Quality, Safety and Improvement Committee and Remuneration and Terms of Service Committee will continue to operate within their scheduled meeting.

However the agenda will be reduced to cover statutory and core requirements to ensure appropriate governance arrangements are in place to provide appropriate assurance to the Board, whilst balancing the need to reduce pressure on staff during this time. These meetings will take place via electronic means, such as Skype.

The next scheduled Committee meetings are as follows (please note these are subject to change):

<i>Audit and Corporate Governance Committee</i>	23 June 2020
<i>Quality, Safety and Improvement Committee</i>	16 July 2020 (TBC)
<i>Knowledge, Research and Information Committee</i>	1 September 2020
<i>People and Organisational Development</i>	To be confirmed.